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CITY OF BOSTON
AND
COUNTY OF SUFFOLK



ANNUAL BUDGET
RECOMMENDATIONS

FOR THE FISCAL YEAR 1961

AS SUBMITTED TO

THE BOSTON CITY COUNCIL

BY

JOHN F. COLLINS
MAYOR

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CITY OF BOSTON
OFFICE OF THE MAYOR
CITY HALL

JOHN F. COLLINS
Mayor

February 6, 1961.

To the City Council.

GENTLEMEN: .

I submit herewith the budget allowances for City and County Departments for the year 1961, totaling \$120,514,759.00.

The above figure represents a decrease of \$273,806.00 in the appropriations allowed for the year 1960. Appropriations for the current year already approved by your Honorable Body, however, total \$210,000.00 and cover salaries for Planning Division personnel and for the down payment on the Equipment Loan. This figure reduces the gross decrease of \$273,806.00 to a net decrease of \$63,806.00 under the 1960 appropriations.

After careful study and a thorough scrutiny of each departmental budget request, it has been found possible to reduce such requests by approximately \$9,000,000.00.

In addition to the City and County Budgets, I am also submitting herewith the budget of the Income Departments for the year 1961, totaling \$3,364,670.00, which represents an increase of \$136,092.00 over 1960 appropriations. Since the appropriations for the budget of the Income Departments will be met solely from revenue collected by said departments, the increase will have no effect whatsoever on the 1961 tax rate.

When I submitted my 1960 budget recommendations, there was a general feeling throughout the city that it would be impossible to expect the city to operate efficiently, while, at the same time, living within the appropriations allowed. It is interesting to note that with no essential services eliminated and with many of these services greatly improved, some departments finished the year with a surplus. I am mindful of the fact, nevertheless, that the operations of almost every department have been affected seriously by deferred budgeting of our equipment needs, which has been going on for several years. We propose to reduce most of the backlog in equipment for snow removal, street cleaning, fire fighting, etc., through this year's \$3,000,000.00 Equipment Loan.

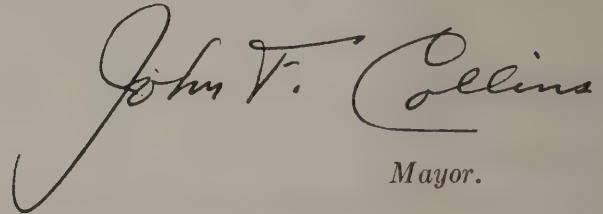
Beginning in 1962, however, and for the remainder of this administration, I intend to deal with our equipment problems on an entirely different basis. To this end, I have directed every department to weigh carefully its short-term and long-range requirements in equipment and to submit a schedule for annual equipment replacement. We plan to include in next year's budget and in budgets for all subsequent years sufficient funds to finance the yearly requirements of this schedule.

A determination to adhere to a "no hire — no fire" policy during the past year has contributed much to our success in keeping costs of operations to a minimum. A continuance of this policy will undoubtedly result in further savings to the taxpayer.

It is imperative and absolutely essential that we keep our expenses at a minimum until such time as our tax base expands or until the State Legislature sees fit to assist our community through favorable action on a number of proposals which I have submitted recently to that Honorable Body.

I respectfully recommend adoption of the accompanying appropriation and tax orders.

Respectfully,

A handwritten signature in cursive script, reading "John V. Collins". The signature is written in dark ink and is positioned above the title "Mayor".

Mayor.



CITY OF BOSTON

ADMINISTRATIVE SERVICES DEPARTMENT

ROOM 50, CITY HALL

February 6, 1961.

HON. JOHN F. COLLINS,
Mayor of Boston.

DEAR SIR:

In accordance with the provisions of Section 3 of Chapter 3A of the revised city ordinances, I have prepared, under your direction and after consultation with the Director of Administrative Services, in segregated form, the annual budget for city, county, and revenue departments to be submitted to the City Council.

GENERAL STATEMENT

The budget allowances recommended for city, county, and income departments represent a decrease of \$137,714.00 under total appropriations authorized in 1960.

The following table indicates the differences between the appropriations recommended for 1961 and those approved by the City Council in 1960:

	1960 APPROPRIATIONS	1961 RECOMMENDATIONS	DECREASE
CITY BUDGET	\$112,665,785 00	\$112,302,289 00	\$363,496 00
COUNTY BUDGET	8,122,780 00	8,122,470 00	89,690 00*
TOTAL	\$120,788,565 00	\$120,514,759 00	\$273,806 00
INCOME DEPARTMENTS	3,228,578 00	3,364,670 00	136,092 00*
GRAND TOTAL	\$124,017,143 00	\$123,879,429 00	\$137,714 00

* Denotes increase

The appropriations recommended for income departments will be met through revenue collected from the sales of water and therefore will not affect this year's tax rate.

The material relating to the 1961 budget is presented herewith:

CITY BUDGET

Permanent Employees. This group represents a decrease of \$994,393.00 under last year's appropriation. The main factor for this is the reduction in the number of permanent employees.

Temporary Employees. This item shows a decrease of \$199,763 below the 1960 appropriation. The main factors involved in this allowance are indicated in the following table:

Parks and Recreation Department	\$332,000 00	Seasonal employment of recreation play leaders, lifeguards, bath custodians, matrons, and sports officials necessary to carry out the recreation program of the city.
Hospital Department	282,000 00	Due to salaries of special nurses and other temporary employees.
Library Department	180,000 00	For part-time service of young men and women employed on an hourly basis chiefly in the branch libraries.
Election Department	75,000 00	Cost of wardens, clerks, etc., for two election functions.

The balance is spread over a number of departments to cover peak work load periods.

Overtime. Allowances recommended for city departments represent a decrease of \$67,597.00 under comparable appropriations of last year.

The main factors involved in this allowance are indicated in the following table:

Police Department	\$550,000 00	Holidays, primary day, election day, and various parades.
Fire Department	228,000 00	Holidays for uniform force.
Hospital Department	150,000 00	The major part of this allowance is paid to permanent nurses, attendants, and medical workers who agree to work an extra day due to shortage of such personnel.
Public Works Department	79,000 00	Street cleaning, bridgetending, etc., on Sundays and holidays.
Parks and Recreation Department	40,000 00	Permanent maintenance crews required during the Arts Festival, Christmas Festival, various holiday observances, and emergency tree work caused by storms.
Library Department	50,000 00	This allowance covers cleaners and custodians who are required to work evenings in branch libraries; bibliothecal staff and members of the buildings departments who are required to work on Sundays and other times when the Central Library is open to the public.
Election Department	20,000 00	For custodians of schools and public buildings at two election functions, and during registration. Voting machine custodians for period immediately preceding the two functions.

The balance is spread over a number of departments.

Contractual Services. The recommended increase in this group amounts to \$851,316.00. Almost 50% of this increase, approximating \$400,000.00 is in the Public Works Department. In 1960 the cost for the removal and disposal of garbage and waste was \$200,000.00 more than the amount appropriated for this service. Furthermore, in 1961 the rates for street-lighting purposes, over which the City has no control, are to be increased. This rate change will result in an additional requirement of \$175,000.00 to pay for this service.

The major portion of the balance of the increase under this group has resulted from allowances made for plant rehabilitation and building repairs in the Hospital, Buildings Division, Real Property, and Library Departments.

Supplies and Materials. The allowance under this group shows a decrease of \$21,666.00 under the 1960 appropriation.

Current Charges and Obligations. This item reflects an increase of \$61,025.00, the major portion of which is in "Aid to Veterans" and caused by the increase in the cost of hospitalization and medication.

Equipment. The decrease of \$379,262.00 below last year's appropriation is due to the equipment loan request which is before the Boston City Council at the present time. Most equipment items were eliminated from the 1961 budget requests in anticipation of this loan.

Structures and Improvements. The recommended allowance for this group reflects an increase of \$441,350.00. Included in this amount is the sum of \$300,000.00 to be used as down payments to support two loans requested by the Public Works Department, i.e., "The Construction of Public Ways," and "The Construction of Sewers." The initial structural and mechanical improvements to the elevators in the Houghton-Dutton Building will result in an additional allowance of \$100,000.00 in this group in 1961.

Land and Improvements. This group shows a decrease of \$35,000.00 under the appropriation for 1960.

Special Appropriations. This group reflects a decrease of \$25,000.00 under the appropriation for 1960.

COUNTY BUDGET

Allowances recommended for county departments reflect an increase of \$89,690.00 over 1960.

Personal Services. Sliding scale and new positions authorized by Committee on Probation are responsible for the increase in this item of \$122,312.00, despite a decrease of 18 county employees during the year 1960.

Contractual Services. This recommendation reflects a decrease of \$23,733.00 below the 1960 allowance. Again we have reduced the request for Master and Auditors to the minimum figure of \$45,000.00 in anticipation of receiving relief from the Legislature whereby the Commonwealth would bear this expense.

Supplies and Materials. This allowance reflects an increase of \$1,976.00 over last year's appropriation, and is due mainly to increased costs in these items.

Current Charges and Obligations. This item shows an increase of \$3,134.00 over the 1960 appropriation. The principal reason for the increase is the rental of I.B.M. equipment for a full year.

Equipment. The recommended allowance in this item shows a decrease of \$13,999.00. Here again, as in the city budget, most equipment items were deleted from requests and will be restored when the equipment loan becomes available.

INCOME DEPARTMENTS

The Income Department allowances represent an increase of \$136,092.00 over the 1960 appropriations. The largest part of this is due to personnel and contractual services of the Public Works Department being correctly charged to the Income Department where the work is being accomplished.

The Income Departments are self-supporting and do not require appropriations in the tax levy and the amounts recommended are necessary to efficiently operate these departments.

CONCLUSION

The preceding paragraphs outline in detail the principal reasons for the decrease of the 1961 recommended allowances under the 1960 appropriations.

Respectfully,

JOHN T. LEONARD,
Supervisor of Budgets.

PART I

**APPROPRIATIONS AND TAX ORDERS FOR THE
FINANCIAL YEAR 1961**

APPROPRIATIONS AND TAX ORDERS FOR THE FINANCIAL YEAR 1961

Ordered: That to meet the current expenses payable during the financial year beginning with the first day of January, 1961, for performing the duties and exercising the powers devolved by statute or ordinance, or by vote of the City Council during the year, upon the City of Boston, or County of Suffolk, or the departments or officers thereof, the respective sums of money specified in the tables and schedules hereinafter set out be, and the same are, hereby appropriated for the several departments and for the objects and purposes hereinafter stated.

Ordered: That the appropriation for Water Service, current expenses, and the payment to the state, under the provisions of chapter 488 of the Acts of 1895, and acts in addition or amendment thereto, and for the interest and debt requirements or for loans issued for water purposes be met by the income of said works and any excess over income from taxes; that the appropriation for the Cemetery Division, Parks and Recreation Department be met by the income from trust funds and departmental revenue, and any excess over income from taxes; that appropriations for the maintenance and operation of parking meters and the regulation of parking and other traffic activities incident thereto, be met by the income from parking meter fees; that the other appropriations hereinafter specified be met out of the money remaining in the treasury at the close of business on December 31, 1960, exclusive of the money raised by loan or needed to carry out the requirements of any statute, gift, trust or special appropriation; by the income of the financial year beginning January 1, 1961; by taxes on the polls and estates in the City of Boston; and by the proceeds of any duly authorized loans.

Ordered: That all sums of money which form no part of the income of the city, but shall be paid for services rendered or work done by any department or division for any other department or division, or for any person or corporation other than the City of Boston, be paid into the general treasury, and that all contributions made to any appropriation be expended for the objects and purposes directed by the several contributors thereof.

Ordered: That all taxes raised to meet the appropriations of the city, and all taxes assessed for meeting the city's proportion of the state tax for the year 1961, or for any other taxes or assessments payable to the Commonwealth, shall be due and payable on July 1, 1961. Interest shall be charged at the rate of 4 per cent per annum and computed from October 1, 1961, on all real estate and personal property taxes remaining unpaid after November 1, 1961, and assessed and payable in the year 1961, before said November 1, 1961, until such taxes are paid. All interest which shall have become due on taxes shall be added to and be part of such taxes.

Ordered: That except as the appropriation for any purpose or item shall be increased by additional appropriations or transfers lawfully made, no money shall be expended by any department for any of the purposes or items designated in the tables and schedules hereinafter set out in excess of the amount set down as appropriated for such specific purpose or item.

APPROPRIATION	TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$165,803 00	\$140,203 00	\$3,000 00
1-01-75 Office of Development	150,000 00	—	—
1-01-94 Conventions and Entertainment of Distinguished Guests	25,000 00	—	—
1-01-95 Public Celebrations	85,000 00	—	—
1-13-77 U. S. Bond Allotment Plan	25,803 00	—	—
1-13-78 Committee for Civic Improvement	1,000 00	—	—
1-13-79 Delinquency Prevention Bureau	30,000 00	—	—
1-01-12 City Council	150,707 00	\$136,077 00	\$8,855 00
1-01-13 City Council Proceedings	22,000 00	—	22,000 00
ELECTIONS			
1-01-21 Election Department	448,790 00	335,000 00	92,615 00
FINANCE			
1-01-31 Auditing Department	402,847 00	348,000 00	11,450 00
1-01-36 Assessing Department	752,048 00	677,000 00	51,032 00
1-01-37 Collecting Division, Treasury De- partment	285,760 00	219,838 00	16,540 00
1-01-38 Treasury Division, Treasury De- partment	286,071 00	199,100 00	25,296 00
1-01-39 Board of Sinking Fund Commis- sioners, Treasury Department	2,650 00	2,200 00	—
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,053,204 00	852,124 00	98,685 00
LAW			
1-01-51 Law Department	426,510 00	348,800 00	69,150 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	91,691 00	86,068 00	3,255 00
1-01-62 City Documents	39,000 00	—	39,000 00
PLANNING			
1-01-72 Board of Zoning Adjustment	2,400 00	460 00	1,640 00
1-01-73 Zoning Commission	2,400 00	—	—
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,481,337 00	760,803 00	437,114 00
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	96,794 00	84,444 00	10,050 00
1-01-93 Finance Commission	60,000 00	46,656 00	3,465 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	17,972,310 00	17,050,000 00	417,000 00
FIRE			
1-02-21 Fire Department	12,879,532 00	12,088,000 00	362,700 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	779,085 00	724,645 00	44,300 00

BUDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$7,200 00	\$15 000 00	\$400 00			
—	—	—	—	—	\$150,000 00
—	—	—	—	—	25,000 00
—	—	—	—	—	85,000 00
—	—	—	—	—	25,803 00
—	—	—	—	—	1,000 00
—	—	—	—	—	30,000 00
\$4,625 00	\$275 00	\$875 00			
16,400 00	4,075 00	700 00			
18,500 00	24,645 00	252 00			
18,578 00	3,465 00	1,973 00			
40,200 00	8,682 00	500 00			
14,500 00	45,759 00	1,416 00			
300 00	150 00				
90,000 00	1,270 00	1,125 00	—	—	10,000 00
6,060 00	1,600 00	900 00			
1,855 00	158 00	355 00			
300 00					
—	—	—	—	—	2,400 00
56,905 00	96,115 00	400 00	\$130,000 00		
2,000 00	300 00				
720 00	8,409 00	750 00			
466,900 00	38,410 00				
403,785 00	10,602 00	14,445 00			
8,480 00	110 00	150 00	—	—	1,400 00

APPROPRIATION		TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
MILITARY AND CIVILIAN DEFENSE				
1-02-41	Civil Defense Activities	\$79,696 00	\$62,252 00	\$15,392 00
OTHER				
1-02-51	Boston Traffic Department	831,825 00	586,650 00	166,510 00
1-02-52	Licensing Board	122,497 00	93,729 00	8,854 00
PUBLIC WORKS				
1-03-00	Public Works Department	10,241,872 00	4,791,757 00	4,553,797 00
HEALTH				
1-05-00	Health Department	2,175,453 00	1,810,000 00	268,385 00
HOSPITALS				
1-06-00	Hospital Department	19,074,644 00	14,557,000 00	803,134 00
PUBLIC WELFARE				
GENERAL WELFARE				
1-07-10	Welfare Department	25,657,889 00	1,897,614 00	122,130 00
AID TO NEEDY VETERANS				
1-07-40	Veterans' Services Department . .	2,479,517 00	336,592 00	36,356 00
LIBRARIES				
1-10-11	Library Department	3,516,675 00	2,880,000 00	241,300 00
PARKS AND RECREATION				
1-11-00	Parks and Recreation Department	3,316,486 00	2,601,000 00	261,295 00
MISCELLANEOUS				
1-13-31	Executions of Court, Damage Claims and Reimbursements	450,000 00	—	—
1-13-41	Workmen's Compensation Service	42,436 00	41,756 00	250 00
1-13-42	Workmen's Compensation	225,000 00	—	—
1-13-61	City Record, Publication of . . .	55,206 00	9,906 00	45,000 00
1-13-74	Pensions and Annuities — City .	5,500,000 00	—	—
1-23-31	Snow Removal	400,000 00	—	—
1-25-11	Federal Public Health Program . .	6,300 00	—	—
1-33-73	Reserve Fund	200,000 00	—	—
1-71-61	Boston Redevelopment Authority	209,051 00	143,474 00	41,885 00
Total		\$112,302,289 00	\$63,911,148 00	\$8,281,435 00

BUDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$1,570 00	\$300 00	\$182 00			
73,475 00	1,000 00	4,190 00			
6,115 00	13,524 00	275 00			
378,125 00	3,588 00	8,255 00	\$501,350 00	\$5,000 00	
90,780 00	3,038 00	3,250 00			
3,550,725 00	27,156 00	71,629 00	65,000 00		
93,745 00	23,542,100 00	2,300 00			
5,610 00	2,100,356 00	603 00			
279,125 00	66,250 00	50,000 00			
277,075 00	8,855 00	3,261 00	45,000 00	120,000 00	
—	—	—	—	—	\$450,000 00
400 00	30 00	—	—	—	—
—	—	—	—	—	225,000 00
150 00	—	150 00	—	—	—
—	—	—	—	—	5,500,000 00
—	—	—	—	—	400,000 00
—	—	—	—	—	6,300 00
—	—	—	—	—	200,000 00
2,293 00	16,729 00	4,670 00	—	—	—
\$5,916,496 00	\$26,041,951 00	\$173,006 00	\$741,350 00	\$125,000 00	\$7,111,903 00

APPROPRIATION	TOTAL	1 PERSONAL SERVICES
GENERAL GOVERNMENT		
RECORDING AND REPORTING		
4-01-65 Registry of Deeds	\$465,029 00	\$431,321 00
GENERAL GOVERNMENT BUILDINGS		
4-01-82 County Court House (Custodian)	692,837 00	562,417 00
1-01-84 Buildings Division, Real Property Department	195,455 00	149,000 00
CORRECTION		
CORRECTIONAL INSTITUTIONS		
4-08-11 Jail	536,825 00	422,170 00
4-08-12 Central Office, Penal Institutions Department	66,230 00	65,000 00
4-08-13 House of Correction, Penal Institutions Department	1,055,344 00	627,700 00
4-08-14 Middlesex County Training School	75,000 00	—
JUDICIAL		
CENTRAL COURTS		
4-12-11 Supreme Judicial Court	101,190 00	95,980 00
4-12-12 Superior Court, General Expenses	126,235 00	119,020 00
4-12-13 Clerk's Office, Superior Court, Civil Session	874,570 00	569,752 00
4-12-14 Criminal Session, Superior Court	705,908 00	437,093 00
4-12-15 Municipal Court, City of Boston	1,018,356 00	940,026 00
4-12-16 Boston Juvenile Court	144,548 00	133,364 00
4-12-17 Probate Court	109,949 00	35,539 00
4-12-18 Court Officers' Division, Superior Court	398,985 00	382,267 00
4-12-19 Probation Department, Superior Court, Criminal Session	89,919 00	81,050 00
DISTRICT COURTS		
4-12-21 Municipal Court, Charlestown District	97,896 00	91,432 00
4-12-22 East Boston District Court	102,871 00	95,374 00
4-12-23 Municipal Court, South Boston District	96,777 00	89,943 00
4-12-24 Municipal Court, Dorchester District	172,749 00	162,068 00
4-12-25 Municipal Court, Roxbury District	421,915 00	386,596 00
4-12-26 Municipal Court, West Roxbury District	120,307 00	112,862 00
4-12-27 Municipal Court, Brighton District	81,836 00	74,916 00
4-12-28 District Court of Chelsea	109,116 00	102,659 00
MEDICAL EXAMINATIONS		
4-12-31 Medical Examiner Service, Northern Division	51,063 00	45,673 00
4-12-32 Medical Examiner Service, Southern Division	29,484 00	26,600 00
4-12-33 Associate Medical Examiner Service, Northern Division	5,038 00	4,040 00
4-12-34 Associate Medical Examiner Service, Southern Division	5,038 00	4,040 00
OTHER		
4-12-41 Social Law Library	2,000 00	—
4-12-42 Mental Illness	60,000 00	—
MISCELLANEOUS		
4-13-75 Pensions and Annuities	200,000 00	—
GRAND TOTAL	\$8,212,470 00	\$6,247,902 00

BUDGET

2 CONTRACTUAL SERVICES	3 SUPPLIES AND MATERIALS	4 CURRENT CHARGES AND OBLIGATIONS	5 EQUIPMENT	7 STRUCTURES AND IMPROVEMENTS	SPECIAL APPROPRIATIONS
\$6,490 00	\$20,150 00	\$6,769 00	\$299 00		
79,740 00	49,359 00	—	1,321 00		
34,655 00	11,300 00	200 00	300 00		
19,448 00	91,850 00	1,107 00	2,250 00		
420 00	600 00	60 00	150 00		
34,800 00	385,500 00	7,144 00	200 00		
—	—	—	—	—	\$75,000 00
2,220 00	2,590 00	100 00	300 00		
1,480 00	2,235 00	—	3,500 00		
286,100 00	18,000 00	318 00	400 00		
257,550 00	9,040 00	225 00	2,000 00		
37,700 00	38,385 00	1,445 00	800 00		
9,125 00	1,408 00	405 00	246 00		
49,200 00	24,310 00	100 00	800 00		
15,000 00	1,425 00	293 00			
5,085 00	3,444 00	225 00	115 00		
3,136 00	3,000 00	128 00	200 00		
3,083 00	4,000 00	114 00	300 00		
3,600 00	2,610 00	279 00	345 00		
6,135 00	4,070 00	226 00	250 00		
15,650 00	18,312 00	757 00	600 00		
3,975 00	3,110 00	160 00	200 00		
1,350 00	5,030 00	90 00	450 00		
2,225 00	3,930 00	127 00	175 00		
3,900 00	1,425 00	10 00	55 00		
1,620 00	1,000 00	179 00	85 00		
865 00	125 00	8 00			
865 00	125 00	8 00			
—	2,000 00				
59,700 00	300 00				
—	—	—	—	—	200,000 00
\$945,117 00	\$708,633 00	\$20,477 00	\$15,341 00		\$275,000 00

INCOME

APPROPRIATION		TOTAL	I PERSONAL SERVICES
1-01-37	Collecting Division, Treasury Department (Water Service)	\$171,185 00	\$147,339 00
3-71-12	Water Service, Public Works Department	2,933,485 00	1,832,000 00
3-71-16	Pensions and Annuities	260,000 00	—
TOTAL		\$3,364,670 00	\$1,979,339 00

DEPARTMENTS BUDGET

2	3	4	5	7	
CONTRACTUAL SERVICES	SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	SPECIAL APPROPRIATION
\$4,357 00 490,600 00 —	\$16,048 00 226,965 00 —	\$3,271 00 70,401 00 —	\$170 00 77,269 00 —	\$236,250 00 —	\$260,000 00
\$494,957 00	\$243,013 00	\$73,672 00	\$77,439 00	\$236,250 00	\$260,000 00

PART II
DETAIL BY ORGANIZATION UNITS,
OBJECTS, AND PROGRAMS

CITY BUDGET

SUPPORTING DETAIL

MAYOR, OFFICE EXPENSES

1-01-11

The Mayor is the chief executive officer of the city. He appoints all heads of city departments and other city officials with the exception of those appointed by the Governor, namely, the Police Commissioner, Licensing Board, and Finance Commission. The annual budget, as well as subsequent appropriations and transfers, are prepared under his direction for submission to the City Council. He may submit to the Council in the form of an ordinance or loan order such recommendations as he may deem to be for the welfare of the city. He may disapprove any action of the Council, and, if said action involves the expenditure of money, the Mayor's action is final.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$107,587 61	\$105,705 49	\$165,424 00	\$140,203 00	\$140,203 00	
2—Contractual Services . . .	5,473 05	6,788 94	3,700 00	3,000 00	3,000 00	
3—Supplies & Materials . . .	8,833 03	6,740 99	5,400 00	7,200 00	7,200 00	
4—Current Charges & Oblig's	26,843 55	25,050 19	15,000 00	15,000 00	15,000 00	
5—Equipment	208 25	56 00	400 00	400 00	400 00	
TOTALS	\$148,945 49	\$144,341 61	\$189,924 00	\$165,803 00	\$165,803 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$75,000 00

C — PROGRAMS

1. EXECUTIVE

Formulates policies, coordinates municipal activities, recommends legislative action, and maintains liaison with heads of departments and boards.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1	\$20,000 00	\$2,000 00	\$3,200 00	\$13,500 00	\$400 00	\$39,100 00

Personal Services: Mayor.

Contractual Services: Messenger service, \$400.00; repairs and servicing of automotive equipment, \$600.00; travel expenses, \$1,000.00.

Supplies and Materials: Gas, oil, and accessories, \$1,200.00; postage and stationery, \$2,000.00.

Current Charges and Obligations: Flowers, trophies, photographs, and other expenses incidental to the welcome and reception of visitors to the city, \$9,650.00; association dues, newspaper and magazine subscriptions, \$3,050.00; auto storage and registration, \$800.00.

Equipment: Library books, \$400.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

General clerical and stenographic services, including handling of correspondence, arranging appointments for interviews and conferences, and the operation of a telephone switchboard.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
13	\$93,104 00	\$600 00	\$2,000 00	\$1,100 00	\$96,804 00

Personal Services: 2 Administrative Assistants, Special Assistant, Community Relations Advisor, Assistant Community Relations Advisor, Appointment Secretary, Supervisor of Complaints, 3 Assistant Secretaries, Telephone Operator, and 2 Clerical Employees. Overtime, \$8,242.00.

Contractual Services: Mimeographing and other duplicating services, \$176.00; messenger and telegraph service, \$200.00; printing and binding, \$200.00; towel service, \$24.00.

Supplies and Materials: Postage, \$500.00; forms, cards, and stationery, \$1,500.00.

Current Charges and Obligations: Newspapers and magazines, \$1,100.00.

3. REGULATION AND ISSUANCE OF AMUSEMENT LICENSES

Issues licenses for all places of public amusement and sport fields, and, in conjunction with Massachusetts Division of Public Safety, regulates conduct of Sunday entertainments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$27,099 00	\$400 00	\$2,000 00	\$400 00	\$29,899 00

Personal Services: Public Information Secretary, Assistant Chief Licensing Division, Secretary Licensing Division, 2 Clerical Employees.

Contractual Services: Messenger and telegraph service, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bonds, \$60.00; dues and subscriptions, \$340.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Executive	1	\$20,000 00	\$2,000 00	\$3,200 00	\$13,500 00	\$400 00	\$39,100 00
2. Administrative and General Services	13	93,104 00	600 00	2,000 00	1,100 00	—	96,804 00
3. Regulation and Issuance of Amusement Licenses	5	27,099 00	400 00	2,000 00	400 00	—	29,899 00
TOTALS	19	\$140,203 00	\$3,000 00	\$7,200 00	\$15,000 00	\$400 00	\$165,803 00

MAYOR, SPECIAL ACTIVITIES OFFICE OF DEVELOPMENT

1-01-75

This appropriation provides for the city's share of the Demolition Program and administrative costs.

The following projects are contemplated in the current year:

1. Continuation of Demolition Program.
2. Management Studies for Code Enforcement Program.
3. Pilot Experimentation in Code Enforcement.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget Requested by Department	1961 Budget Recommended by Mayor	Approved
Special Appropriation: Office of Development	—	—	—	\$150,000 00	\$150,000 00	

DELINQUENCY PREVENTION BUREAU

1-13-79

The Delinquency Prevention Bureau has as its goal the prevention and control of juvenile delinquency. With the assistance of its advisory committee, the staff of the Bureau hopes to coordinate the work of all private and public agencies having a common interest in behavior, care, and welfare of children and youth. The staff by direct contact with potential delinquency situations and groups, hopes to guide and direct those involved into approved patterns of behavior.

All appointments, salary grades, titles, and other sundry expenses have to have the approval of the Youth Service Board. The Commonwealth of Massachusetts has approved matching funds of thirty thousand dollars each year.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget Requested by Department	1961 Budget Recommended by Mayor	Approved
Special Appropriation: Delinquency Prevention Bureau	—	—	—	\$30,000 00	\$30,000 00	

ESTIMATED EXPENSES

Personal Services: Salaries: Director, Group Work Specialist, 5 Group Workers, Secretary	\$48,200 00
Contractual Services: Communications, repair of equipment, travel expenses, professional and technical services, printing and binding	10,400 00
Office and Other Supplies	500 00
Current Charges: Dues and subscriptions	500 00
Equipment: Office equipment, library books	400 00
TOTAL	\$60,000 00
City Appropriations	\$30,000 00
State Matching Funds	\$30,000 00

MAYOR, SPECIAL ACTIVITIES

CONVENTIONS AND ENTERTAINMENT OF DISTINGUISHED GUESTS

1-01-94

As provided by the General Laws, a sum not in excess of \$100,000.00 may be appropriated for providing proper facilities for public entertainment in connection with the holding of conventions, for paying expenses incidental to such entertainment, and for the entertainment of distinguished guests.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Conventions & Entertainment of Distinguished Guests	\$95,166 17	\$71,343 07	\$30,000 00	\$25,000 00	\$25,000 00	

ESTIMATED EXPENSES

Anticipated allocation for entertaining distinguished guests					\$10,000 00
Advertising for conventions					5,000 00
Maps — I Like Boston					10,000 00
TOTAL					\$25,000 00

PUBLIC CELEBRATIONS

1-01-95

As provided by the General Laws, the City Council may by a two-thirds vote appropriate money for the celebration of holidays and for other like public purposes. The programs and details for all public city functions are arranged by the Public Celebrations Division of the Mayor's Office.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Public Celebrations	\$139,911 87	\$112,708 51	\$80,000 00	\$85,000 00	\$85,000 00	

ESTIMATED EXPENSES

Salaries: Director and Clerical Employees					\$11,379 00
Major Celebrations:					
March 17, Evacuation Day					\$5,500 00
June 17, Bunker Hill Day					5,500 00
July 4, Independence Day					15,000 00
October 12, Columbus Day					4,500 00
Christmas Festival					7,500 00
Arts Festival					15,000 00
Band Concerts (Summer)					7,000 00
Total Major Celebrations					60,000 00
Special Observances					13,621 00
TOTAL					\$85,000 00

U. S. BOND ALLOTMENT PLAN

1-13-77

Deductions are made from the salary of employees for the purchase of United States Savings Bonds. The expenses of recording the deductions made and arranging for the delivery of the bonds are covered by this appropriation.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: United States Bond Allot- ment Plan	\$22,886 30	\$23,454 13	\$25,893 00	\$25,803 00	\$25,803 00	

ESTIMATED EXPENSES

Salaries: 8 Clerical Employees	\$25,083 00
Cleaning	50 00
Forms, cards, and stationery	600 00
Premiums on surety bonds	70 00
TOTAL	\$25,803 00

COMMITTEE FOR CIVIC IMPROVEMENT

1-13-78

The Committee for Civic Improvement seeks to coordinate the work of all Boston and Greater Boston public and private agencies that are striving to reduce the causes of race friction; fosters an educational program that will lead to more harmonious relations among the people regardless of race, religion, color, or national origin.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Committee for Civic Improve- ment	\$11,864 95	\$12,222 01	\$13,516 00	\$1,000 00	\$1,000 00	

ESTIMATED EXPENSES

Communications, printing, and binding, travel expense	\$550 00
Office and other supplies	400 00
Dues	25 00
Library books	25 00
TOTAL	\$1,000 00

CITY COUNCIL

1-01-12

The City Council is the legislative body of the city. The Councillors are elected at large and serve for a two-year term. They elect annually a president who presides at meetings, appoints all committees, and serves as Acting Mayor when the Mayor is absent from the city or unable from any cause to perform his duties.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$125,626 89	\$129,039 28	\$134,111 00	\$136,077 00	\$136,077 00	
—Contractual Services . .	6,638 74	9,726 92	9,255 00	8,855 00	8,855 00	
—Supplies & Materials . .	4,774 68	3,845 23	4,760 00	4,625 00	4,625 00	
—Current Charges & Oblig's	267 65	259 05	275 00	275 00	275 00	
—Equipment	1,292 03	523 16	1,175 00	875 00	875 00	
TOTALS	\$138,599 99	\$143,393 64	\$149,576 00	\$150,707 00	\$150,707 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. CONSIDERATION AND ADOPTION OF LEGISLATIVE MEASURES

Personal Services No.	Amount	Contractual Services	Total
9	\$45,000 00	\$7,200 00	\$52,200 00

Personal Services: 9 Councillors.

Contractual Services: Advertising public hearings, \$2,000.00; stenographic services at public hearings, \$5,200.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

Supervises Council attachés, controls expenditures, distributes city documents, records committee actions, and provides secretarial assistance to Council members.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$91,077 00	\$1,655 00	\$4,625 00	\$275 00	\$875 00	\$98,507 00

Personal Services: City Messenger, Assistant City Messenger, Clerk of Committees and 2 Assistant Clerks of Committees, Document Clerk, Librarian Archivist, Stenographer and Clerk, Chaplain: *7 Police Officers receive \$200.00 per annum extra for special duty; *8 Temporary clerical employees to assist the Councillors in the performance of their duties, \$37,637.00.

Contractual Services: Messenger and telegraph service, \$875.00; servicing of office equipment, \$100.00; transportation for inspection tours, \$100.00; towel service, \$180.00; binding city documents, \$100.00; portrait of Councillors, \$300.00.

Supplies and Materials: Household supplies, \$75.00; postage, \$1,500.00; forms, cards, and stationery, \$3,000.00; general operating supplies, \$50.00.

Current Charges and Obligations: News clipping service, \$275.00

Equipment: Library books, \$250.00; furniture, \$400.00; miscellaneous, \$225.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Consideration and Adoption of Legislative Measures	9	\$45,000 00	\$7,200 00	—	—	—	\$52,200 00
Administrative and General Services	9	91,077 00	1,655 00	\$4,625 00	\$275 00	\$875 00	98,507 00
TOTALS	18	\$136,077 00	\$8,855 00	\$4,625 00	\$275 00	\$875 00	\$150,707 00

* Not included in permanent quota.

CITY COUNCIL PROCEEDINGS

1-01-13

All proceedings of the City Council at its regular and special meetings are recorded in shorthand, transcribed and subsequently indexed, printed, and bound in a permanent document.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
2—Contractual Services . . .	\$22,168 75	\$23,229 50	\$20,000 00	\$22,000 00	\$22,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. RECORDING, INDEXING AND PRINTING OF CITY COUNCIL MEETINGS

Contractual Services: Reporting and indexing, \$6,500.00; printing and binding, \$15,500.00.

ELECTION DEPARTMENT

1-01-21

The Election Department maintains a system of permanent registration of persons eligible to vote in the city, state, and national elections. It is responsible for the conduct of elections and the certification of election results. The examination of prospective jurors and the certification of jury lists are also functions of this department.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$323,275 00	\$316,724 20	\$402,953 00	\$362,329 00	\$335,000 00	
—Contractual Services . .	75,332 12	91,964 00	82,215 00	110,365 00	92,615 00	
—Supplies & Materials . .	16,640 40	9,887 88	21,450 00	20,100 00	16,400 00	
—Current Charges & Oblig's	3,646 50	3,491 00	6,000 00	4,075 00	4,075 00	
—Equipment	282 00	295 00	450 00	700 00	700 00	
TOTALS	\$419,176 02	\$422,362 08	\$513,068 00	\$497,569 00	\$448,790 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$1,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative supervision and direction of department; provides general financial and clerical services, and furnishes information to the public.

Personal Services		Contractual Services	Equipment	Total
No.	Amount			
9	\$59,000 00	\$25 00	\$100 00	\$59,125 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Chairman, 3 Commissioners, Executive Secretary, Assistant Executive Secretary, Assistant Registrar of Voters and Administrative Clerk.

Information Section: Head Clerk, Senior Assistant Registrar of Voters.

Contractual Services: Servicing of office equipment, \$25.00.

Equipment: Library books, \$100.00.

2. CONDUCT OF ELECTIONS, INCLUDING REGISTRATION OF VOTERS, PREPARATION OF VOTING LISTS, AND CHECKING NOMINATIONS

The permanent register of voters is maintained by this division, nominating papers are checked, arrangements for the various elections are made, voting and jury lists are prepared, the elections are conducted, and the results are tabulated. Estimated statistics for 1961 with respect to these operations are 310,000 voters on register; 30,000 notices to voters dropped from voting list; 20,000 transfers in registrations during year; 3,500 nomination papers received; 75,000 signatures on nominating papers test-checked to register; and 12,000 prospective jurors interviewed.

Personal Services		Contractual Services	Supplies Materials	Current Charges	Equipment	Total
No.	Amount					
30	\$237,000 00	\$83,150 00	\$15,300 00	\$4,075 00	\$250 00	\$339,775 00

Personal Services: Head Assistant Registrar of Voters, 2 Principal Assistant Registrars of Voters, 7 Senior Assistant Registrars of Voters, Assistant Registrar of Voters and Jury Investigator, Assistant Registrar of Voters and Ballot Box Repairman, 18 Assistant Registrars of Voters.

Temporary Employees needed to assist in the preparation for and the conduct of elections: 275 Wardens, 2 days; 275 Clerks, 2 days; 1,100 Inspectors, 2 days; 100 Custodians, private buildings, 2 days; 44 Assistant Registrars, 20 nights each; 20 Assistant Registrars, 16 weeks each. Total, \$75,000.

Overtime compensation for services required in excess of regular working hours in connection with checking of nomination papers, evening registrations, demonstration of voting machines, and recounts, \$15,000.00.

Contractual Services: Lighting service for schools and voting booths, \$2,000.00; transportation of persons for registration and voting, \$150.00; printing voting list, \$58,000.00; printing authority slips, \$2,500.00; advertising, \$1,000.00; miscellaneous printing, binding, \$2,000.00; delivery of election equipment, \$2,000.00; printing ballots, \$15,500.00.

Supplies and Materials: Food for employees working nights at 2 functions, \$250.00; postage, forms, cards, and stationery and miscellaneous election supplies for the 2 functions, \$15,000.00. General operating supplies and materials, \$50.00.

Current Charges and Obligations: Rentals of private buildings and land for registration and voting, \$4,075.00.

Equipment: Typewriter, \$250.00.

Election Department — Continued

3. CARE AND MAINTENANCE OF VOTING MACHINES

The 1,463 voting machines owned by the city are prepared for elections by this division. Between elections all of the machines are stored under the care of this division in city-owned buildings. Minor adjustments and repairs are made to machines by this group. A storehouse with a floor area of 12,000 square feet is maintained for election records and minor records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
7	\$39,000 00	\$9,440 00	\$1,100 00	\$350 00	\$49,890 00

Personal Services: Chief Voting Machine Custodian, 2 Voting Machine Custodians, 2 Assistant Registrars of Voters, Carpenter, Electrician
Overtime for setting up of voting machines, \$5,000.00.

Contractual Services: Telephone service for Voting Machine Storehouse on election days, \$140.00; servicing of automotive equipment, \$150.00
trucking of voting machines, \$9,000.00; lighting for storehouse, \$50.00; repairs and maintenance of storehouse, \$100.00.

Supplies and Materials: Gas, oil, tires, and tubes for truck and carry-all, \$250.00; repair parts, tools, and supplies for voting machines, \$750.00
heating supplies for storehouse, \$100.00.

Equipment: Electric motors for voting machines, \$350.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . .	9	\$59,000 00	\$25 00	—	—	\$100 00	\$59,125 00
2. Conduct of Elections, Including Regis- tration of Voters, Preparation of Vot- ing Lists, and Checking Nominations	30	237,000 00	83,150 00	\$15,300 00	\$4,075 00	250 00	339,775 00
3. Care and Maintenance of Voting Ma- chines	7	39,000 00	9,440 00	1,100 00	—	350 00	49,890 00
TOTALS	46	\$335,000 00	\$92,615 00	\$16,400 00	\$4,075 00	\$700 00	\$448,790 00

AUDITING DEPARTMENT

1-01-31

The Auditing Department is responsible for the examination and audit prior to payment of all claims against the City of Boston and County of Suffolk, except for debt service and court orders which are post-audited and for the maintenance of accounts necessary to record the financial operations of the city and county. The department is also responsible for prescribing the form of the accounts maintained by city departments and of making such audits as may be desired by the City Auditor.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$326,745 37	\$343,043 40	\$341,200 00	\$371,937 00	\$348,000 00	
—Contractual Services . . .	11,746 20	11,461 87	10,985 00	13,480 00	11,450 00	
—Supplies & Materials . . .	17,729 26	14,898 37	18,725 00	20,024 00	18,500 00	
—Current Charges & Oblig's	11,667 76	23,809 14	24,579 00	24,645 00	24,645 00	
—Equipment	3,581 86	1,230 47	149 00	252 00	252 00	
TOTALS	\$371,470 45	\$394,443 25	\$395,638 00	\$430,338 00	\$402,847 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL ACCOUNTING SERVICES

General supervision and direction of departmental activities; maintains general accounting records of receipts and expenditures, accounts receivable and appropriations; prepares monthly financial statements and a comprehensive annual report of the city's finances; audits departmental accounts; maintains complete record of funded debt; performs functions of the department pertaining to awarding of contracts and safekeeping of employees' bonds and insurance policies of the city and county. Maintains 200 ledger accounts, 300 accounts receivable ledger accounts, and 350 appropriation ledger accounts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$100,800 00	\$1,800 00	\$600 00	\$809 00	\$252 00	\$104,261 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: City Auditor, Deputy City Auditor, Assistant City Auditor, Principal Accountant, and Principal Clerk and Secretary.

Bookkeeping Section: Principal Accountant, Principal Account Examiner, Principal Accounting Machine Operator, and Clerical Employee.

Post-Audit Section: Principal and 1 Senior Accountant, and 3 Principal Account Examiners.

Contract and Debt Section: 2 Senior Accountants.

Overtime, \$800.00.

Contractual Services: Servicing of office equipment, \$400.00; attendance at conventions of Municipal Finance Officers, \$1,000.00; coat service for office personnel, \$70.00; printing and binding, \$330.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Dues and subscriptions, \$389.00; premium on surety bonds, \$420.00.

Equipment: Library books, \$252.00.

2. CONTROL OF BUDGETARY ACCOUNTS

Maintains budgetary accounting control of every appropriation, pre-audits purchase orders and service orders to assure that expenditures and budget account codings are correct and particularly that funds are available for their payment; determines that funds are available for payment of all contracts. Maintains 900 accounts for budgetary accounting control.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
10	\$48,500 00	\$300 00	\$2,800 00	\$51,600 00

Personal Services: Principal Accountant, Assistant Principal Accountant, 2 Senior Accountants, Principal Accounting Machine Operator, and 5 Clerical Employees. Overtime, \$1,500.00.

Contractual Services: Service on two Burroughs Sensimatic accounting machines and other office equipment, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,800.00.

Auditing Department — Continued

3. PRE-AUDIT AND PROCESSING OF INVOICES AND SPECIAL DRAFTS

Pre-audits invoices and special drafts to assure that bills are properly incurred, that funds have been appropriated in sufficient amount to pay the bill, that clerical computations are correct, and that there is a certificate thereon that the work done or goods delivered are satisfactory and in accordance with specifications, and that the department head approves payment; audited invoices are grouped, control totals obtained, and copies routed to the tabulation section, department concerned, Treasurer's Office, and disbursement section; 130,000 invoices and 3,500 contract payments are audited annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$60,000 00	\$150 00	\$600 00	\$60,750 00

Personal Services: Performance under this program is divided among the following sections:

Examining Section: 4 Senior Accountants, 3 Principal Account Examiners, Vault Attendant, and Clerical Employee.

Control Section: Senior Accountant, 2 Principal Clerks.

Overtime, \$2,000.00.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

4. PRE-AUDIT AND PROCESSING PAYROLLS

Preliminary payrolls are prepared on tabulating machines and sent to departments. Payrolls submitted by departments are pre-audited; the application of sick and vacation leave is supervised; Blue Cross, Union dues, and Credit Union deductions are balanced monthly and checked to the respective invoices; final payrolls and checks are prepared on tabulating machine equipment. Approximately 28,000 payrolls are processed per year.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
32	\$138,700 00	\$9,200 00	\$14,500 00	\$23,836 00	\$186,236 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: 2 Principal Accountants, 8 Principal Account Examiners, 3 Principal Clerks, and 1 Clerical Employee.

Tabulating Section: Principal Accountant, Assistant Supervisor of Statistical Machines, Principal Account Examiner, 4 Principal Statistical Machine Operators, Principal Clerk, 3 Senior Statistical Machine Operators, and 7 Statistical Machine Operators. Overtime, \$3,700.00.

Contractual Services: Messenger services, \$450.00; repair and maintenance of 20 tabulating machines and Recordak equipment, \$8,650.00; binding records, \$100.00.

Supplies and Materials: Tabulating cards, stock paper, and stationery, \$14,000.00; 200 rolls Recordak film, \$500.00.

Current Charges and Obligations: Rental of office machines, \$23,836.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Accounting Services	16	\$100,800 00	\$1,800 00	\$600 00	\$809 00	\$252 00	\$104,261 00
2. Control of Budgetary Accounts	10	48,500 00	300 00	2,800 00	—	—	51,600 00
3. Pre-Audit and Processing of Invoices and Special Drafts	12	60,000 00	150 00	600 00	—	—	60,750 00
4. Pre-Audit and Processing Payrolls	32	138,700 00	9,200 00	14,500 00	23,836 00	—	186,236 00
TOTALS	70	\$348,000 00	\$11,450 00	\$18,500 00	\$24,645 00	\$252 00	\$402,847 00

ASSESSING DEPARTMENT

1-01-36

The Assessing Department is responsible for the assessment of real and personal property within the City of Boston, upon a fair cash value as provided in the General Laws. It is further obligated to assess poll taxes upon the male residents of the city over the age of twenty years, and to levy an excise tax upon motor vehicles. The department also has the duty of adding to the assessment rolls the amounts of special assessments for improvements determined by the Public Improvement Commission and other tax items.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$595,335 40	\$650,078 47	\$682,180 00	\$678,240 00	\$677,000 00	
—Contractual Services . .	55,399 29	44,098 07	60,340 00	51,032 00	51,032 00	
—Supplies & Materials . .	15,757 95	17,424 57	16,950 00	18,578 00	18,578 00	
—Current Charges & Oblig's	1,825 34	2,040 00	2,114 00	3,465 00	3,465 00	
—Equipment	575 35	2,631 12	600 00	1,973 00	1,973 00	
TOTALS	\$668,893 33	\$716,272 23	\$762,184 00	\$753,288 00	\$752,048 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Departmental total supervision and direction of all activities; estimates annual appropriation needs of department or personnel costs, and supplies and materials; makes charges on fee basis in accordance with Ordinances of the City, Chapter 40A, since December 1956, of all certificates with respect to property furnished taxpayers; by specially assigned career personnel examines all applications for abatement of real or personal property, and makes special and formal appraisals of real estate with a view to denial or acceptance of the petition presented, and in this connection interview property owners or their legal representatives; this specially assigned personnel will supervise the activities of personnel assigned as liaison assistants in connection with hearing assignments within the department, or in pre-trial hearings in advance of Appellate Tax Board trials; process towards the Commissioners of Assessing petitions analyzed by them with a view to abatement or denial. Under this function of the department there will be general executive responsibility for work operations in connection with the acceptance, recording, indexing of applications for abatement of real estate, and the factual recording of cases appealed to the State Appellate Tax Board, including the action taken thereunder, and including also the responsibility for preparation of certificates of abatements granted, commitment thereof to the city collector, and for publication in the City Record, the mailing of the abatement certificates and the perpetuation of an accrued abatement record by month and date, and by tax levy year to make possible a current record of overlay amounts used in any year and to supply a statement of valuation averages used in borrowings or loans; and to furnish the Finance Commission with statistics in connection with abatements granted; in motor vehicle excise taxes, petitions for exemption from the payment of tax, due to age, poverty, minor child status, blindness, and disability due to war service by veterans owning real estate; budgetary controls; tax reports required by the State Tax Commissioner; purchase of supplies and materials; the collection of the various appropriations and charges and credits that go towards the declaration of the annual tax rate on property.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
37	\$241,000 00	\$2,447 00	\$2,407 00	\$675 00	\$1,973 00	\$248,502 00

Personal Services: Commissioner of Assessing, 2 Deputy Commissioners of Assessing, 3 Deputy Assessors, District Director of Assistant Assessors, Member Board of Review, Head Administrative Clerk, Executive Secretary, 27 Clerical Employees.

Contractual Services: Repairs, maintenance of office equipment, \$72.00; travel expenses, \$340.00; advertising and posting, \$250.00; duplicating services, \$300.00; printing and binding, \$1,485.00.

Supplies and Materials: Household supplies, \$12.00; postage, \$1,800.00; forms, cards, stationery, \$579.00; general operating supplies, \$16.00.

Current Charges: Rental Dictaphone, \$240.00; dues and subscriptions, \$435.00.

Equipment: Library books, \$905.00; photographic equipment, \$1,068.00.

Assessing Department — Continued

2. ASSESSMENT OF REAL AND PERSONAL PROPERTY

Assesses 114,000 parcels of real property and 18,000 personal property items at a fair cash value as of January 1 of each year; prepares statistical data; conducts field examinations of all properties, makes 3,000 court examinations, and handles 9,000 applications for abatements; a new multiple year field record and master office record, parcel by parcel throughout the city, on both real and personal property, makes it necessary for field staff to submit to the Board of Assessors a more comprehensive and detailed report of differences in valuation and description of property over the previous year in order to perpetuate annual field information observed; maintains a permanent record showing changes in valuation, title changes, betterment assessments, unpaid water bills, alteration, repair, and new construction permits. Under plan of reorganization, professionally surveyed to become effective as of January 1st, 1961, the city is to be divided into four assessment districts, in charge of a director, who will have as assistants a supervisory assessor, field assessors, supervisory clerk, and other clerks, with a view to concentrating in each of these districts all of the functions, assessing, clerical, correspondence, public reception, and all special assessment items, so as to sectionalize all such matters in each of these districts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
45	\$253,000 00	\$3,260 00	\$2,431 00	\$258,691 00

Personal Services: 4 District Directors of Assistant Assessors, 4 Supervisors of Assistant Assessors, 24 Assistant Assessors, 4 Head Clerks, 9 Principal Clerks.

Contractual Services: Duplicating Services, \$50.00; printing and binding, \$3,210.00.

Supplies and Materials: Forms, cards and stationery, \$2,197.00; general operating supplies, \$234.00.

3. MOTOR VEHICLE TAX ASSESSMENT AND ADJUSTMENT

Prepares data for 225,000 bills to owners of motor vehicles for excise taxes from registration cards received from the Commonwealth; 20,000 abatement requests are processed annually. Due to the effort of the Board of Assessors to process abatements of motor vehicles originally assessed because of sale, or transfer, or other illegality, there is constant processing of these applications in this division so that adjustment in the original tax may be progressively in the hands of the persons assessed.

	Contractual Services	Supplies Materials	Total
—	\$1,015 00	\$645 00	\$1,660 00

Contractual Services: Duplicating Services, \$100.00; printing and binding, \$915.00.

Supplies and Materials: Forms, cards, stationery, \$645.00.

Personal Services: The sum of \$18,452.00 is included in the "Administrative Program."

4. STANDARDS AND RESEARCH

In the year 1956, the then Mayor instructed the Assessing Department to inaugurate a program called the "Equalization Survey", under special appropriation, with a view to modernizing the methods of assessment of real estate for tax purposes. A contract was given to an expert in this field, who had done similar surveys in various cities, and the function was staffed with special research assistants and clerks, and Boston field assessors (part time) who could be used in periods not required by the Department proper. As the result of this program, which ended in 1960, certain formulae have been prepared to apply modern and equalizing factors to many categories of property as a yard stick to be applied by field assessors in fixing the valuations of property to be assessed. These formulae become an adjunct to other information gathered in connection particularly with appeals taken against the original valuations fixed. The staff will be closely associated with the engineering functions of the department for plan detail affecting real estate, and with the registry of deeds so that mortgage and revenue stamp data indicating purchase price may be on hand at all times. The assessors assigned to the newly established assessment districts will be required to adopt these formulae in their examination of real estate conferring with directors on a collaborative basis to project valuations upon a proportionate basis.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$73,000 00	\$33,540 00	\$1,639 00	\$108,179 00

Personal Services: Research Assessor, 2 Assistant Assessors, Senior Appraisal Engineer, 3 Engineering Aides, Title Examiner, Reassessment Supervisor, 3 Clerks.

Contractual Services: Duplicating services, \$500.00; Professional Appraisal service and Expert Testimony before Courts and Appellate Tax Board, \$33,000.00; binding, \$40.00.

Supplies and Materials: Forms and stationery, \$1,639.00.

5. PREPARATION OF TAX BILLS AND COLLECTOR'S COMMITMENTS

Computes and prepares 105,000 real estate tax bills with tabulating equipment and prints the tax roll; in addition 18,000 personal property, 225,000 auto excise tax, 235,000 poll tax bills, and 55,000 abatement forms are prepared. Since the operation of the Equalization Survey in 1956, the tabulating division of the department is required to furnish abstracts, in whole or in part, of the real estate punched cards throughout the city together with necessary indices in order to facilitate the survey program. This division furnishes so far as its facilities are available groups of assessment data requested by the Planning Board, the Urban Redevelopment Authority, the Boston Housing Authority, and other agencies, on a co-operative basis; and submits for information to field assessors records of all abatements of real estate valuation granted against the prior year record so that they may be aware of departmental action thereon.

Personal Services		Contractual	Supplies	Current	Total
No.	Amount	Services	Materials	Charges	
21	\$110,000 00	\$10,770 00	\$11,456 00	\$2,790 00	\$135,016 00

Personal Services: Chief of Tabulating Division, Assistant Supervisor of Statistical Machines, Office Appliance Maintenance Man, 18 Statistical Machine Operators.
Temporary Employees, \$12,000.00.
Overtime, \$9,000.00.

Contractual Services: Perpetual maintenance of 21 Remington Rand machines, \$10,500.00; use of Interpreter wire unit, \$120.00; freight and express, \$150.00.

Supplies and Materials: Forms, cards and stationery, \$11,456.00.

Current Charges and Obligations: Rental of water cooler, \$84.00; rental of Remington Rand Collator, \$1,500.00; rental of Card Interpreter, \$1,206.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	37	\$241,000 00	\$2,447 00	\$2,407 00	\$675 00	\$1,973 00	\$248,502 00
2. Assessment of Real and Personal Property	45	253,000 00	3,260 00	2,431 00	—	—	258,691 00
3. Motor Vehicle Tax Assessment and Adjustment	*	*	1,015 00	645 00	—	—	1,660 00
4. Standards and Research	12	73,000 00	33,540 00	1,639 00	—	—	108,179 00
5. Preparation of Tax Bills and Collector's Commitments	21	110,000 00	10,770 00	11,456 00	2,790 00	—	135,016 00
TOTALS	115	\$677,000 00	\$51,032 00	\$18,578 00	\$3,465 00	\$1,973 00	\$752,048 00

* NOTE: Program No. 3, \$18,452.00 salaries are included under Program 1, "Administrative and General Services."

COLLECTING DIVISION, TREASURY DEPARTMENT

1-01-37

The Collecting Division of the Treasury Department is responsible for the maintenance of records of taxes, assessments, and claims due the city and for collection of the amounts due. The division has custody of other monies payable to the city or county, and maintains a public information service regarding the tax status of properties.

The amounts collected by the division total over \$185,000,000.00 annually. The Collecting Division also operates a Central Mailing Unit.

A — BUDGET SUMMARY

Group	1958		1959		1960		1961 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . . .	\$220,428	36	\$230,456	42	\$209,900	00	\$223,189	00	\$219,838	00
2—Contractual Services . . .	11,417	67	13,513	19	12,340	00	16,789	00	16,540	00
3—Supplies & Materials . . .	43,728	12	48,827	90	39,140	00	43,174	00	40,200	00
4—Current Charges & Oblig's	6,384	07	6,571	81	7,689	00	8,682	00	8,682	00
5—Equipment	685	47	1,061	43	550	00	744	00	500	00
TOTALS	\$282,643	69	\$300,430	75	\$269,619	00	\$292,578	00	\$285,760	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$110,410 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities, reconciles tellers' daily receipts with tabulating section reports, provides information service for the public on tax status of properties, operates the Central Mailing Unit, and provides general clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$30,055 00	\$395 00	\$540 00	\$1,880 00	\$32,870 00

Personal Services: Assistant Collector-Treasurer, Deputy Collector-Cashier, Head Administrative Clerk, and 2 Clerical Employees.

Contractual Services: Servicing of calculator, \$45.00; attendance national convention, \$350.00.

Supplies and Materials: Forms, cards, and stationery, \$510.00; slogan inserts for mailing machine, \$30.00.

Current Charges and Obligations: Premiums on surety bonds, \$1,880.00.

2. COLLECTION OF TAXES, ASSESSMENTS, AND OTHER CLAIMS

Prepares for mailing real estate, personal, poll, and excise tax bills, demands, and delinquent notices; posts payments to assessed accounts; receives and gives receipts for monies paid to or for the use of the city or county; computes refunds due on abatements; prepares daily record of cash receipts on tabulating machine equipment; maintains control accounts; prepares reports of collections and requests for cancellation of automobile registration for nonpayment of excise taxes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
35	\$183,289 00	\$4,581 00	\$38,781 00	\$6,642 00	\$500 00	\$233,793 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Principal Accountant, Senior Accountant, and Principal Account Clerk.

Deputies Section: Supervising Deputy Collector and 12 Deputy Collectors.

Tellers Section: Head Teller and 5 Tellers.

Abatement Section: Abatement Supervisor, Clerical Employee.

Tabulating Section: Supervisor, 2 Senior, and 5 Statistical Machine Operators.

Special Assessment Section: Accountant and Principal Account Clerk.

Central Mailing Unit Section: 1 Clerical Employee.

Temporary Employees Section: 7 Statistical Machine Operators for 10 weeks during annual tax rush, \$5,138.00.

Overtime Section: Auditing Project, \$8,100.00, during annual tax rush, \$800.00. Total \$8,900.00.

Contractual Services: Maintenance of tabulators, sorters, interpreter and punch machines, \$2,895.00; travel expenses for deputies to wards and outside stations, \$250.00; binding manuscripts, cash books, etc., \$1,256.00; freight on rented tabulating machines, \$180.00.

Supplies and Materials: Postage, \$25,650.00; bill forms, cards, and stationery, \$12,961.00; microfilm, \$170.00.

Current Charges and Obligations: Subscriptions, \$143.00; premiums on surety bonds, \$1,220.00; rental of machines, \$5,279.00.

Equipment: City directories, \$500.00.

3. ESTABLISHING TAX TITLES ON REAL ESTATE

Prepares city liens on properties for unpaid real estate taxes, prepares tax sale advertisements, and records titles in the Registry of Deeds of properties acquired by the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$6,494 00	\$11,564 00	\$879 00	\$160 00	\$19,097 00

Personal Services: Tax Title Supervisor, Temporary Employee, \$800.00.

Contractual Services: Advertising in City Record for tax title takings, \$3,850.00; recording at Registry of Deeds, \$6,994.00; typing deeds, \$720.00.

Supplies and Materials: Forms, cards, and stationery, \$879.00.

Current Charges and Obligations: Premiums on surety bonds, \$160.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services .	5	\$30,055 00	\$395 00	\$540 00	\$1,880 00	—	\$32,870 00
Collection of Taxes, Assessments and Other Claims	35	183,289 00	4,581 00	38,781 00	6,642 00	\$500 00	233,793 00
Establishing Tax Titles on Real Estate .	1	6,494 00	11,564 00	879 00	160 00	—	19,097 00
TOTALS	41	\$219,838 00	\$16,540 00	\$40,200 00	\$8,682 00	\$500 00	\$285,760 00

TREASURY DIVISION, TREASURY DEPARTMENT

1-01-38

The Treasury Division has the responsibility for the care and custody of the current funds of the city and county and for all monies, properties, and securities placed in its charge by any statute, gift, devise, bequest, or deposit, and pay audited bills and demands against the city.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$170,519 64	\$188,220 02	\$187,300 00	\$201,115 00	\$199,100 00	
2—Contractual Services . .	19,955 01	24,451 45	26,895 00	25,916 00	25,296 00	
3—Supplies & Materials . .	13,717 00	15,177 14	13,700 00	15,950 00	14,500 00	
4—Current Charges & Oblig's	14,168 46	43,477 12	47,451 00	48,259 00	45,759 00	
5—Equipment	994 00	90 50	416 00	2,541 00	1,416 00	
TOTALS	\$219,354 11	\$271,416 23	\$275,762 00	\$293,781 00	\$286,071 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$100 00

C — PROGRAMS

1. ADMINISTRATIVE, ACCOUNTING, AND GENERAL SERVICES

General supervision and direction of activities; keeps detailed records of city and county debt accounts, including 225 trust funds totaling \$24,600,000.00 and 27 sinking funds; issues debt of the city; pays interest and redeems debt when due; prepares checks on discount drafts, signs and distributes checks on regular drafts, prepares and distributes checks on soldiers' relief and pension rolls.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
17	\$85,848 00	\$2,948 00	\$2,300 00	\$4,319 00	\$416 00	\$95,831 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Collector-Treasurer and First Assistant.

Bookkeeping Section: Principal Accountant, 2 Paymasters, and Clerical Employee.

General Services Section: Head Clerk and 10 Clerical Employees.

Contractual Services: Telegraph services to New York City, \$150.00; servicing of office equipment, \$50.00; expenses of delivery of temporary loan notes to New York City, \$900.00; cleaning office coats, \$325.00; freight charges, \$25.00; binding records, \$100.00; transporting deposits to bank, \$1,398.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,300.00.

Current Charges and Obligations: Dues and subscriptions, \$44.00; safety deposit boxes, \$650.00; premiums on surety bonds, \$2,025.00; robbery and safe burglary policy, \$1,600.00.

Equipment: City directory, bond value tables, investors' service, advance sheets of supplement to General Laws, \$416.00.

2. PAYMENT OF CITY AND COUNTY EMPLOYEES

Receives from City Auditor approximately 1,000,000 payroll checks annually for signature and distribution; 16,000 employees are paid weekly by check; issues checks to paymasters for cash payments to be made, makes payment in cash to 7,000 employees weekly at various locations throughout the city; reconciles payroll deductions with amounts paid to organizations concerned; reconciles 54 accounts of the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$69,548 00	\$17,548 00	\$7,450 00	\$3,104 00	\$1,000 00	\$98,650 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: Principal Accountant, County Paymaster, Senior Accountant, 6 Paymaster-clerks, and a Paymaster.

Account Reconciliation Section: Second Assistant Collector-Treasurer, Principal Account Clerk, and 1 Clerical Employee. Overtime \$600.00.

Contractual Services: Servicing of office equipment, \$150.00; transportation for paymasters, \$16,000.00; delivery of funds to paymasters, \$1,398.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$7,450.00.

Current Charges and Obligations: Robbery and burglary insurance, \$1,600.00; premiums on surety bonds, \$1,504.00.

Equipment: Files, \$1,000.00.

3. PAYMENT OF OTHER CITY AND COUNTY OBLIGATIONS

Prepares checks and makes delivery over-the-counter for payment of special drafts, refunds and court executions; receives coupons from banks and issues checks in payment thereof; maintains interest accounts and prepares checks on registered bonds.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$16,425 00	\$150 00	\$4,240 00	\$160 00	\$20,975 00

Personal Services: Head Bond and Interest Teller, Paymaster, and Principal Account Clerk. Overtime, \$500.00.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$4,240.00.

Current Charges and Obligations: Premiums on surety bonds, \$160.00.

4. CONTROL OF TAX TITLE PROPERTIES

Establishes accounts for land advertised for sale for delinquent taxes, keeps record of foreclosed property, receives payments on tax title properties and sale of foreclosed parcels. Approximately 4,300 tax title and 3,000 foreclosed accounts are maintained and 4,800 payments posted annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$27,279 00	\$4,650 00	\$510 00	\$38,176 00	\$70,615 00

Personal Services: Chief of Tax Title Division, and 2 Tax Title Tellers, 3 Clerical Employees.

Contractual Services: Servicing of office equipment, \$50.00; binding, \$100.00; expenses of examination, sheriff fees of tax title cases, \$4,500.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$510.00.

Current Charges and Obligations: Premiums on surety bonds, \$176.00; Land Court fees for foreclosure of Tax Title Properties (Section 50B Chap. 60, Gen. Laws) \$38,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative, Accounting and General Services	17	\$85,848 00	\$2,948 00	\$2,300 00	\$4,319 00	\$416 00	\$95,831 00
Payment of City and County Employees	13	69,548 00	17,548 00	7,450 00	3,104 00	1,000 00	98,650 00
Payment of Other City and County Obligations	3	16,425 00	150 00	4,240 00	160 00	—	20,975 00
Control of Tax Title Properties	6	27,279 00	4,650 00	510 00	38,176 00	—	70,615 00
TOTALS	39	\$199,100 00	\$25,296 00	\$14,500 00	\$45,759 00	\$1,416 00	\$286,071 00

BOARD OF COMMISSIONERS OF SINKING FUNDS, TREASURY DEPARTMENT

1-01-39

The Board of Commissioners of Sinking Funds, consisting of six unpaid members, two of whom are appointed annually by the Mayor for a term of three years, is charged with the responsibility for the investment and reinvestment of funds deposited in sinking funds to provide for the redemption of city debt.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	Requested by Department	1961 Budget	Approve
					Recommended by Mayor	
1—Personal Services . . .	\$2,199 96	\$2,199 96	\$2,200 00	\$2,200 00	\$2,200 00	
3—Supplies & Materials . .	295 00	275 00	300 00	300 00	300 00	
4—Current Charges & Oblig's	150 00	150 00	150 00	150 00	150 00	
TOTALS . . .	\$2,644 96	\$2,624 96	\$2,650 00	\$2,650 00	\$2,650 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. SUPERVISING INVESTMENT OF SINKING FUNDS

Personal Services	Supplies	Current	Total
No. Amount	Materials	Charges	
2 \$2,200 00	\$300 00	\$150 00	\$2,650 00

Personal Services: Collector-Treasurer, First Assistant Collector-Treasurer:

Supplies and Materials: Forms and stationery, \$300.00.

Current Charges and Obligations: Rent of safety deposit vault for securities, \$150.00.

ADMINISTRATIVE SERVICES DEPARTMENT

1-01-40

The Administrative Services Department represents a combination of the key management functions of budget, personnel, purchasing, and financial administration. It is under the charge of a board, called the Administrative Services Board, consisting of the Director of Administrative Services as chairman, Supervisor of Budgets, the Supervisor of Personnel, the Purchasing Agent, and the Collector-Treasurer and City Auditor and Assessor of Taxes, ex officio. It is the duty of the board to make, under the Mayor, studies and recommendations with respect to the organization, activities, policies, and procedures of all departments, boards, and officers so that the administration thereof shall be economical and efficient.

The department's activities are carried on by eight divisions, and a summary of the divisional appropriations is given below:

Title	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Administrative Division . . .	\$46,220 28	\$47,234 52	\$50,837 00	\$50,369 00	\$50,075 00	
Personnel Division	50,550 26	51,939 26	50,867 00	62,931 00	62,905 00	
Purchasing Division	144,043 05	148,887 99	137,498 00	155,232 00	148,250 00	
Budget Division	62,968 79	63,397 72	63,750 00	63,417 00	63,135 00	
Printing Section, Purchasing Division	741,460 53	720,265 29	685,643 00	759,662 00	690,505 00	
Office Supplies Account, Pur- chasing Division, Printing Section	12,744 48	11,824 64	10,000 00	10,000 00	10,000 00	
Art Commission	2,737 07	5,961 62	3,537 00	31,037 00	11,037 00	
Complaints Division	9,055 10	9,632 38	10,740 00	17,527 00	17,297 00	
TOTALS	\$1,069,779 56	\$1,059,143 42	\$1,012,872 00	\$1,150,175 00	\$1,053,204 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$834,178 82	\$848,800 82	\$831,567 00	\$906,702 00	\$852,124 00	
2—Contractual Services	107,984 33	96,857 40	80,940 00	129,545 00	98,685 00	
3—Supplies and Materials	111,695 61	97,934 17	88,130 00	100,415 00	90,000 00	
4—Current Charges & Oblig's	1,486 06	1,721 48	1,010 00	1,438 00	1,270 00	
5—Equipment	1,690 26	2,004 91	1,225 00	2,075 00	1,125 00	
Special Appropriations	12,744 48	11,824 64	10,000 00	10,000 00	10,000 00	
TOTALS	\$1,069,779 56	\$1,059,143 42	\$1,012,872 00	\$1,150,175 00	\$1,053,204 00	

In the pages that follow the detail applicable to each of the eight divisions of the department is presented.

ADMINISTRATIVE DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-41

This division surveys and studies departmental activities and procedures and sets forth its findings and recommendations in reports and bulletins. The Director reviews all personnel proposals submitted by heads of departments, and his decisions are final except when the Mayor orders otherwise in writing.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$44,009 99	\$45,493 97	\$48,222 00	\$47,354 00	\$47,350 00	
2—Contractual Services . . .	713 35	539 54	1,000 00	1,400 00	1,275 00	
3—Supplies & Materials . . .	1,383 69	1,086 41	1,250 00	1,250 00	1,250 00	
4—Current Charges & Oblig's . . .	53 25	48 00	265 00	265 00	100 00	
5—Equipment	60 00	66 60	100 00	100 00	100 00	
TOTALS	\$46,220 28	\$47,234 52	\$50,837 00	\$50,369 00	\$50,075 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. SUPERVISION AND CONDUCT OF DEPARTMENTAL SURVEYS AND STUDIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$47,350 00	\$1,275 00	\$1,250 00	\$100 00	\$100 00	\$50,075 00

Personal Services: Director, Administrative Secretary, Head Administrative Clerk, Senior Administrative Analyst, Principal Clerk and Stenographer and Senior Clerk.

Contractual Services: Travel expenses, conferences, \$750.00; printing and binding, \$450.00; servicing of office machines, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,250.00.

Current Charges and Obligations: Association dues, \$100.00.

Equipment: Library books, \$100.00.

PERSONNEL DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-42

This division administers the compensation plans established for city and county employees, maintains complete personnel records, and makes recommendations designed to improve and coordinate the handling of personnel matters.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$49,840 42	\$51,149 13	\$50,000 00	\$61,686 00	\$61,660 00	
2—Contractual Services . .	178 84	81 00	300 00	600 00	600 00	
3—Supplies & Materials . .	491 85	592 54	500 00	500 00	500 00	
4—Current Charges & Oblig's	24 00	36 00	42 00	120 00	120 00	
5—Equipment	15 15	80 59	25 00	25 00	25 00	
TOTALS	\$50,550 26	\$51,939 26	\$50,867 00	\$62,931 00	\$62,905 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

I. MAINTENANCE OF PERSONNEL RECORDS AND CONTROLS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$61,660 00	\$600 00	\$500 00	\$120 00	\$25 00	\$62,905 00

Personal Services: Supervisor of Personnel, Assistant Supervisor of Personnel, Director of Traffic Safety Education, Principal Clerk and Secretary, 5 Principal Clerks, Clerical Employee. Overtime, \$1,000.00.

Contractual Services: Travel expenses to convention, \$500.00; mimeographing service, \$50.00; repairs and servicing of equipment, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$120.00.

Equipment: Library books, \$25.00.

PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-43

It is the function of the Purchasing Division to furnish materials, supplies, and equipment to the various city departments upon receipt of requisitions from departments. Approximately 20,000 requisitions are received each year which, when processed, involve the issuance of 25,000 purchase orders and the disbursement of some \$10,000,000.00.

The division also supplies the printing and binding requirements of city departments and in the course of a year will process 5,000 requisitions of this type.

It is the responsibility of the Purchasing Division to make certain that the materials, supplies, and equipment ordered are delivered in accordance with specifications. The repair and servicing of office equipment and the refinishing of office furniture is also performed by this department.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$132,088 68	\$136,886 73	\$127,733 00	\$145,332 00	\$138,500 00	
2—Contractual Services . . .	5,534 37	5,508 09	5,150 00	5,150 00	5,100 00	
3—Supplies & Materials . . .	5,020 47	4,331 77	4,100 00	4,100 00	4,000 00	
4—Current Charges & Oblig's	978 00	985 50	415 00	400 00	400 00	
5—Equipment	421 53	1,175 90	100 00	250 00	250 00	
TOTALS	\$144,043 05	\$148,887 99	\$137,498 00	\$155,232 00	\$148,250 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and is responsible for computing requisitions after processing by the buying units and for the typing and mailing of purchase orders, requests for quotations, cancellations, standard invoices, and other documents. Statistics are compiled and departmental files are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$49,026 00	\$1,700 00	\$2,000 00	\$70 00	\$80 00	\$52,876 00

Personal Services: Purchasing Agent, Assistant Purchasing Agent, Principal Clerk and Secretary, and 7 Clerical Employees.

Contractual Services: Convention travel, \$200.00; advertising and posting, \$1,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Dues and subscriptions, \$70.00.

Equipment: Library books, \$80.00.

2. PROCUREMENT OF SUPPLIES, MATERIALS, AND EQUIPMENT

Responsible for buying the commodities requisitioned by means of public advertising for sealed bids, informal written quotations, and telephone inquiries; and for the preparation of all public advertisements and proposals; the receipt and opening of sealed bids and the drafting of contracts entered into by the city with vendors; also is responsible for the inspection of commodities purchased, both at vendor's place of business and at the city delivery point. The services of the United States Department of Agriculture, Inspection Division, are utilized in the inspection of fresh fruit and vegetables, meats, poultry, and eggs.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$80,036 00	\$2,400 00	\$1,600 00	\$330 00	\$120 00	\$84,486 00

Personal Services: 2 Senior Buyers, 6 Buyers, 4 Assistant Buyers, Senior Legal Assistant, 3 Clerical Employees.

Contractual Services: Servicing of office equipment, \$50.00; use of Department of Agriculture car for inspection of meats, fruits, and vegetables, \$350.00; mimeographing and duplicating services, \$1,000.00; testing supplies, including coal, oil, tea, coffee, etc., \$1,000.00.

Supplies and Materials: Postage, forms, stationery, \$1,600.00.

Current Charges and Obligations: Periodical and newspaper subscriptions, \$330.00.

Equipment: Library books, \$20.00; file cabinet and posture chair, \$100.00.

3. REPAIR AND SERVICING OF OFFICE EQUIPMENT AND SURPLUS PROPERTY

Provides servicing and repairs of office equipment and the refinishing of office furniture for all city and county departments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$9,438 00	\$1,000 00	\$400 00	\$50 00	\$10,888 00

Personal Services: 2 Typewriter Technicians and Inspectors.

Contractual Services: Services for refinishing surplus property, \$1,000.00.

Supplies and Materials: Repair parts for typewriters, \$400.00.

Equipment: Bench lamps, \$50.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	10	\$49,026 00	\$1,700 00	\$2,000 00	\$70 00	\$80 00	\$52,876 00
2. Procurement of Supplies, Materials, and Equipment . . .	16	80,036 00	2,400 00	1,600 00	330 00	120 00	84,486 00
3. Repair and Servicing of Office Equip- ment and Surplus Property . . .	2	9,438 00	1,000 00	400 00	—	50 00	10,888 00
TOTALS	28	\$138,500 00	\$5,100 00	\$4,000 00	\$400 00	\$250 00	\$148,250 00

BUDGET DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-44

This division is responsible for the preparation of the annual and all supplementary budgets as well as all subsequent revisions of the items in any budget. Contacts are maintained through field visits to all departments. Organization methods studies are made and assistance given the departments in the installation of improved procedures.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$61,590 75	\$61,438 32	\$61,645 00	\$61,132 00	\$61,000 00	
—Contractual Services . .	583 46	976 81	1,195 00	1,335 00	1,285 00	
—Supplies & Materials . .	794 58	972 59	900 00	900 00	800 00	
—Current Charges & Oblig's	—	10 00	10 00	50 00	50 00	
TOTALS	\$62,968 79	\$63,397 72	\$63,750 00	\$63,417 00	\$63,135 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. REVIEW AND ANALYSIS OF BUDGETARY NEEDS AND REQUIREMENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
10	\$61,000 00	\$1,285 00	\$800 00	\$50 00	\$63,135 00

Personal Services: Supervisor of Budgets, 5 Principal Budget Analysts, 2 Senior Budget Analysts, 1 Senior Accountant, and Principal Clerk and Typist. Overtime, \$4,000.00.

Contractual Services: Carfares and mileage for Budget Analysts for visiting various departments, \$300.00; attendance at Municipal Finance Officers Association Conventions, \$950.00; repair of equipment, \$35.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$800.00.

Current Charges: Dues and subscription, \$50.00.

PRINTING SECTION, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-45

The Printing Plant, which is a section of the Purchasing Division, supplies all printing, binding, stationery, and office supplies used by city departments. It occupies its own building, containing approximately 45,000 square feet of floor space. The Purchasing Agent is in charge of plant operations and is responsible for the standardization of all printing and binding.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$537,000 38	\$543,589 57	\$532,660 00	\$573,084 00	\$525,500 00	
2—Contractual Services . . .	99,260 59	84,819 09	70,760 00	91,045 00	80,410 00	
3—Supplies & Materials . . .	103,575 17	90,532 83	80,945 00	93,230 00	83,245 00	
4—Current Charges & Oblig's	430 81	641 98	278 00	603 00	600 00	
5—Equipment	1,193 58	681 82	1,000 00	1,700 00	750 00	
TOTALS	\$741,460 53	\$720,265 29	\$685,643 00	\$759,662 00	\$690,505 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$635,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and general financial and clerical services; prepares payrolls; prepares estimates on job costs; maintains a central supply of office supplies for use throughout the city; provides for the maintenance and preservation of plant property.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$53,215 00	\$6,620 00	\$7,920 00	\$480 00	\$68,235 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Administrative Assistant, Printing; General Foreman of Printing Production.

General Services Section: Head Clerk, 5 Clerical Employees, Clerk and Messenger.

Building Maintenance Unit: 3 Laborers.

Contractual Services: Telephone service, \$2,100.00; electricity, \$1,000.00; fireroom repairs, boilers, oil burners, and vacuum pumps, \$800.00; plumbing repairs, \$100.00; elevator repairs, \$250.00; servicing of office equipment, \$25.00; carfares, \$10.00; cleaning service, \$230.00; elevator inspection, \$180.00; freight charges, \$75.00; electrical repairs, \$400.00; miscellaneous repairs, \$200.00; repairs to building, \$1,250.00.

Supplies and Materials: Fuel oil, \$7,000.00; custodial supplies, \$300.00; postage, forms, cards, and stationery, \$400.00; miscellaneous supplies and materials, \$200.00; first aid supplies, \$20.00.

Current Charges and Obligations: Machine rentals, \$480.00.

2. PREPARATION OF TYPE AND PLATES

Sets type by machine, using both monotype and linotype machines. Material which cannot be set by machine is prepared by hand composition. The proofreading unit marks copy for editorial changes, and marks typographical errors on proofs. The section operates sixteen monotype keyboards, ten monotype casting machines, six linotype machines, and other related equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
30	\$182,913 00	\$4,450 00	\$500 00	\$57 00	\$300 00	\$188,220 00

Personal Services: Performance under this program is divided among the following sections:

Book Composing Unit: Working Foreman, Printing Section; Head Stoneman, 4 Compositors, Compositor Stoneman.

Job Composing Unit: Working Foreman, Printing Section; Head Linotype Operator, 4 Compositors, 2 Linotype Operators.

Casting Room: Head Monotype Caster Operator, Monotype Caster Operator.

Monotype Keyboard Unit: Foreman Monotype Typesetting Department, 3 Monotype Keyboard Operators.

Proofreading Unit: Head Proofreader, 5 Proofreaders, 3 Copyholders.

Temporary Employees, \$1,000.00. Overtime \$250.00.

Contractual Services: Gas and electricity, \$2,800.00; repairs to buildings, \$1,550.00; repairs of machines, \$100.00.

Supplies and Materials: Repair parts for equipment, \$500.00.

Current Charges and Obligations: Rentals, \$57.00.

Equipment: Emergency replacements of equipment, \$300.00.

3. PRODUCTION OF PRINTED MATTER

Responsible for operating the presses, binding, and completing all print jobs. The section operates 21 presses, 2 cutters, 2 folding machines, punching machine, drill press, and round corner machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
22	\$125,682 00	\$4,925 00	\$850 00	\$60 00	\$300 00	\$131,817 00

Personal Services: Performance under this program is divided among the following sections:

Cylinder Pressroom: Foreman, Pressroom, 7 Cylinder Pressmen, 3 Cylinder Pressfeeders.

Job Pressroom: Head Job Pressman, 4 Job Pressmen, Multilith Press Operator.

Bindery: 2 Sheet Stockmen, Bookbinder, 2 Bookbinders and Cutters.

Temporary Employees, \$1,000.00. Overtime, \$250.00.

Contractual Services: Repairs and servicing of equipment, \$2,225.00; electricity, \$1,700.00; renovations, \$1,000.00.

Supplies and Materials: Repair parts for equipment, \$100.00; tools and instruments, \$200.00. General Operating Supplies, \$550.00.

Current Charges and Obligations: Machine rentals, \$60.00.

Equipment: Emergency replacements of equipment, \$300.00.

4. PROCUREMENT OF MATERIALS AND SERVICES INVOLVED IN PRODUCTION

Requisitions and distributes printing materials and services necessary for the completion of work; assigns jobs for processing, and checks progress of production. Responsible for supervision of activities necessary for shipping and delivery of printing and office supplies to the city and county departments; maintains stockroom and perpetual stock inventory records for printing papers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$37,467 00	\$60,365 00	\$69,325 00	\$3 00	\$167,160 00

Personal Services: Performance under this program is divided among the following sections:

Job Processing: Printing Production Analyst, Assistant Printing Production Analyst, Clerk and Typist.

Storeroom: Sheet Stockman.

Shipping and Delivery: Cylinder Pressfeeder, Stores Deliveryman, Shipper and Sheet Stockman.

Contractual Services: Outside services to complete manufacture: ruling, \$6,000.00; binding, \$42,150.00; electros, cuts, and engravings, \$2,000.00; servicing of equipment, \$100.00; outside composition, \$1,000.00; relief printing, \$715.00; diestamping, \$1,500.00, other outside printing, \$5,000.00; silk screen process, \$400.00; electricity, \$1,000.00; minor repairs, \$500.00.

Supplies and Materials: Paper stock and envelopes, \$41,635.00; printing inks, \$700.00; postage stock, \$25,000.00; gasoline and oil for delivery truck, \$175.00; general operating supplies, \$300.00; binders, mimeograph supplies, etc., \$1,515.00.

Current Charges: Registration of truck, \$3.00.

5. ADDRESSOGRAPH SECTION

Maintains library of 500,000 Addressograph plates for residents of Boston over 20 years of age. Operates fifteen machines necessary for the production of the Annual List of Residents, the Voting List, and the Police List; and the preparation of tax bills and corresponding lists for collections.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
22	\$126,223 00	\$4,050 00	\$4,650 00	\$150 00	\$135,073 00

Personal Services: Supervisor; Addressograph Section, 2 Working Foremen, Printing Section; 12 Compositors, 5 Monotype Keyboard Operators, 2 Monotype Caster Operators.

Temporary Employees, \$8,000.00.

Contractual Services: Repairs and servicing of equipment, \$1,550.00; electricity, \$2,000.00; minor repairs, \$500.00.

Supplies and Materials: Repair parts for equipment, \$450.00; general operating expenses, \$4,200.00.

Equipment: Emergency replacements of equipment, \$150.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	12	\$53,215 00	\$6,620 00	\$7,920 00	\$480 00	—	\$68,235 00
Preparation of Type and Plates	30	182,913 00	4,450 00	500 00	57 00	\$300 00	188,220 00
Production of Printed Matter	22	125,682 00	4,925 00	850 00	60 00	300 00	131,817 00
Procurement of Materials and Services Involved in Production	7	37,467 00	60,365 00	69,325 00	3 00	—	167,160 00
Addressograph Section	22	126,223 00	4,050 00	4,650 00	—	150 00	135,073 00
TOTALS	93	\$525,500 00	\$80,410 00	\$83,245 00	\$600 00	\$750 00	\$690,505 00

OFFICE SUPPLIES ACCOUNT, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-46

City departments make use collectively of many standard items of office supplies. If purchased from outside suppliers as individual departmental requisitions are submitted, the city will pay maximum prices. If, however, the total of annual purchases by all departments is calculated and included in a proposal for competitive bids, substantial savings will be secured. This appropriation will permit the Purchasing Agent to secure, after public advertising, a year's supply of various items of office supplies and store them in the Printing Section for issuance as individual departmental requisitions are received.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriations: Office Supplies Account, Purchasing Division, Administrative Services Department	\$12,744 48	\$11,824 64	\$10,000 00	\$10,000 00	\$10,000 00	
Estimated departmental revenues for 1961					\$10,000 00	

ART COMMISSION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-47

The Art Commission has custody and care of all works of art owned by the city. No work of art can be accepted by the city or erected or placed in any public area without the approval of the Commission. The Commission is also responsible for the upkeep of monuments in public squares and the care of existing paintings owned by the city.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00	
2—Contractual Services . .	1,705 07	4,924 62	2,500 00	30,000 00	10,000 00	
3—Supplies & Materials . .	—	5 00	5 00	5 00	5 00	
TOTALS . . .	\$2,737 07	\$5,961 62	\$3,537 00	\$31,037 00	\$11,037 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. CUSTODY AND CARE OF WORKS OF ART

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
1	\$1,032 00	\$10,000 00	\$5 00	\$11,037 00

Personal Services: Clerk.

Contractual Services: For the purpose of cleaning and repair of markers and monuments during the year, \$10,000.00.

Supplies and Materials: Postage and office supplies, \$5.00.

COMPLAINTS DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-48

The Complaints Division investigates and follows up all complaints received from citizens and taxpayers. When action has been taken by the department or agency involved, notice is sent to the complainant. Approximately 70 complaints are processed daily.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . .	\$8,616 60	\$9,211 10	\$10,275 00	\$17,082 00	\$17,082 00	
—Contractual Services . .	8 65	8 25	35 00	15 00	15 00	
—Supplies & Materials . .	429 85	413 03	430 00	430 00	200 00	
TOTALS . . .	\$9,055 10	\$9,632 38	\$10,740 00	\$17,527 00	\$17,297 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. PROCESSING OF COMPLAINTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$17,082 00	\$15 00	\$200 00	\$17,297 00

Personal Services: Head Clerk, Principal Clerk and Secretary, Supervisor of Complaints.

Contractual Services: Repairs to typewriter, \$15.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00.

LAW DEPARTMENT

1-01-51

The Law Department has general charge of the legal work of the city, represents the City of Boston and County of Suffolk and their employees in all litigation to which it is a party, prosecutes certain criminal proceedings, does the conveyancing work for the various municipal departments, performs the legal work incidental to tax foreclosures, prepares and approves all municipal contracts and bonds, furnishes legal opinions to the Mayor and the City Council and to the various department heads and city and county officials, including the School Committee, on matters relating to the discharge of their official duties, prepares petitions for and drafts legislation in which the city has an interest, and appears and represents the city before the various committees of Legislature, before other boards, commissions, and administrative agencies including the Interstate Commerce Commission, Civil Aeronautics Board, and other federal agencies, the Appellate Tax Board, Industrial Accident Board, and the Department of Public Utilities.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$334,664 24	\$319,537 87	\$320,754 00	\$368,759 00	\$348,800 00	
2—Contractual Services . .	59,655 95	43,320 18	72,550 00	84,350 00	69,150 00	
3—Supplies & Materials . .	4,051 31	3,630 98	4,165 00	6,560 00	6,060 00	
4—Current Charges & Oblig's	1,956 50	1,538 00	1,598 00	1,608 00	1,600 00	
5—Equipment	1,052 00	1,568 29	900 00	1,340 00	900 00	
TOTALS	\$401,380 00	\$369,595 32	\$399,967 00	\$462,617 00	\$426,510 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

The Corporation Counsel is in charge of the department, and has general supervision and direction of departmental activities.

The General Services Division under his direction provides the clerical and stenographic services for the department, prepares the budget estimates and maintains appropriation and expenditure records, processes and distributes supplies and equipment, prepares all bills for payment, and handles cash in connection with payment of witness fees and travel expenditures of employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
20	\$94,350 00	\$5,550 00	\$1,200 00	\$950 00	\$900 00	\$102,950 00

Personal Services: Corporation Counsel, Head Administrative Clerk, Head Clerk, 3 Assistant Head Clerks, and 14 Clerical Employees.

Contractual Services: Telephone service, \$5,500.00; servicing of office equipment, \$50.00.

Supplies and Materials: Household supplies, \$60.00; postage, forms, cards, and stationery, \$1,140.00.

Current Charges and Obligations: Dues and subscriptions, \$805.00; premium on surety bond, \$40.00; rental of water cooler and Western Union clock, \$105.00.

Equipment: Library books, \$900.00.

2. COUNSELING AND MISCELLANEOUS LITIGATION DIVISION

This division handles legislation, conveyancing, contracts and opinion services of the department. It also furnishes the personnel engaged in special litigation.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$78,573 00	\$1,975 00	\$210 00	\$80,758 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

Conveyancing Section: Assistant Corporation Counsel, and Title Examiner.

Opinion Section: Chief Legal Assistant.

Contract Section: Assistant Corporation Counsel.

Legislative Section: 2 Assistant Corporation Counsel.

Special Litigation Section: 5 Assistant Corporation Counsel.

Contractual Services: Travel expenses, \$150.00; employment of court stenographers, \$225.00; printing and binding, \$1,600.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$210.00.

3. GENERAL TRIAL DIVISION

The General Trial Division is charged with the investigation, preparation, trial, and settlement of all matters in the Courts of the Commonwealth, and before the Appellate Tax Board, other than the cases handled by the Counseling and Miscellaneous Litigation Division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
20	\$110,697 00	\$17,625 00	\$1,510 00	\$650 00	\$130,482 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Litigation Section: 8 Assistant Corporation Counsel.

Appellate Tax Section: 3 Assistant Corporation Counsel.

Investigating Section: Chief Claims Investigator, 3 Claim Investigators, Senior Law Clerk and Investigator, 2 Constables, Legal Assistant.

Contractual Services: Transportation, \$2,850.00; photography, \$5,000.00; appraisal services, \$2,400.00; medical services, \$7,000.00; public stenographers, \$375.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,510.00.

Current Charges and Obligations: Dues and subscriptions, \$650.00.

4. COLLECTION DIVISION

This division is charged with the collection of taxes, debts and claims owed to the city by others, and handles such matters as tax title foreclosure proceedings, the enforcement of old age assistance and similar lines, actions of contract to recover bills for hospital and other services rendered by the city, actions of tort for damages to municipal property (generally done by motor vehicles), petitions against the Commonwealth and other municipalities for reimbursement for welfare aid to recipients not having a Boston settlement, proceedings against bankruptcy trustees, assignees for the benefit of creditors and the like, and proceedings against estates liable for abatements to decedent during his or her lifetime.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
10	\$65,180 00	\$44,000 00	\$3,140 00	\$112,320 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Collection Section: 2 Assistant Corporation Counsel.

Tax Title Section: Senior Legal Assistant, 5 Legal Assistants, 1 Senior Law Clerk and Investigator.

Temporary: For collection of hospital bills, \$15,800.00.

Contractual Services: Advertising, \$300.00; court reporters, \$5,000.00; recording fees, writs, service of processes and witness fees, \$38,700.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,140.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	20	\$94,350 00	\$5,550 00	\$1,200 00	\$950 00	\$900 00	\$102,950 00
Counseling and Miscellaneous Litigation Division	12	78,573 00	1,975 00	210 00	—	—	80,758 00
General Trial Division	20	110,697 00	17,625 00	1,510 00	650 00	—	130,482 00
Collection Division	10	65,180 00	44,000 00	3,140 00	—	—	112,320 00
TOTALS	62	\$348,800 00	\$69,150 00	\$6,060 00	\$1,600 00	\$900 00	\$426,510 00

CITY CLERK DEPARTMENT

1-01-61

The City Clerk is elected by the City Council for the term of three years and has the care and custody of all records, documents, maps, plans, and papers of the city for which no other department is responsible. He attends all meetings of the City Council and maintains records of such meetings.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$80,583 25	\$81,677 58	\$86,960 00	\$86,068 00	\$86,068 00	
2—Contractual Services . .	5,145 73	4,826 75	4,565 00	3,255 00	3,255 00	
3—Supplies & Materials . .	4,077 93	1,673 29	1,380 00	1,855 00	1,855 00	
4—Current Charges & Oblig's	170 00	179 00	180 00	158 00	158 00	
5—Equipment	838 25	143 50	435 00	355 00	355 00	
TOTALS	\$90,815 16	\$88,500 12	\$93,520 00	\$91,691 00	\$91,691 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$75,500 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical and stenographic services, and prepares the official records of the city, containing all messages of the Mayor and orders, resolutions, and votes passed or adopted by the City Council. Claims for damages due to defects in the streets and damage to property incurred by employees of the instrumentalities of the city are processed, subcontractors' liens recorded, and venires of jurors drawn by the City Council prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$27,966 00	\$2,405 00	\$400 00	\$138 00	\$185 00	\$31,094 00

Personal Services: City Clerk, Assistant City Clerk, Principal Clerk, Principal Clerk and Secretary.

Contractual Services: Attendance at conventions, \$280.00; advertising of elections, ordinances, and public hearings, \$2,000.00; binding, \$100.00; servicing equipment, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Subscriptions, \$103.00; premium on surety bonds, \$35.00.

Equipment: Library books, \$185.00.

2. RECORDING, FILING OF LEGAL DOCUMENTS, AND ISSUANCE OF LICENSES

Responsible for the receiving, filing, or recording annually of approximately 26,000 documents, including personal property mortgages, business name certificates, married women's business certificates, assignments of wages, and other related documents or papers required by statute to be filed or recorded. This involves the receipt of the proper recording or filing fees, card indexing the documents, preparation of the documents for recording by the photographic and microphotographing process, and the subsequent preparation of the record books and indices for binding.

Sunday bowling licenses, commercial and family use shellfish permits, newsboys and bootblack licenses, and various other licenses are issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$58,102 00	\$850 00	\$1,455 00	\$20 00	\$170 00	\$60,597 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, and 10 Clerical Employees.

Contractual Services: Servicing of office equipment, \$75.00; printing, binding, and ruling of records of mortgages, \$725.00; cleaning, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,375.00; photographic paper and badges, \$80.00.

Current Charges and Obligations: Premium on surety bonds, \$20.00.

Equipment: Filing cases, \$170.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . .	4	\$27,966 00	\$2,405 00	\$400 00	\$138 00	\$185 00	\$31,094 00
2. Recording, Filing of Legal Documents, and Issuance of Licenses	13	58,102 00	850 00	1,455 00	20 00	170 00	60,597 00
TOTALS	17	\$86,068 00	\$3,255 00	\$1,855 00	\$158 00	\$355 00	\$91,691 00

CITY DOCUMENTS

1-01-62

The cost of printing and binding the annual reports of city departments, and other publications ordered printed by City Council or Mayor, is provided for by this appropriation.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	Requested by Department	1961 Budget		Approved
					Recommended by Mayor		
Contractual Services . . .	\$42,280 57	\$44,696 91	\$39,000 00	\$45,000 00	\$39,000 00		

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C—PROGRAM

I. PRINTING AND BINDING OF CITY DOCUMENTS

Contractual Services: Printing and binding of City Documents, \$39,000.00.

BOARD OF ZONING ADJUSTMENT

1-01-72

The Board of Zoning Adjustment is authorized to establish and change zone boundaries and to review decisions of the Board of Appeals granting height variances.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	Requested by Department	1961 Budget	Approved
					Recommended by Mayor	
1—Personal Services . . .	\$457 70	\$454 40	\$460 00	\$460 00	\$460 00	
2—Contractual Services . .	542 04	1,217 25	1,740 00	1,640 00	1,640 00	
3—Supplies & Materials . .	67 00	244 51	300 00	300 00	300 00	
TOTALS . . .	\$1,066 74	\$1,916 16	\$2,500 00	\$2,400 00	\$2,400 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961	<u>\$350 00</u>
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C — PROGRAM

1. DETERMINATION OF PETITIONS FOR ADJUSTMENT OF ZONE BOUNDARIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$460 00	\$1,640 00	\$300 00	\$2,400 00

Personal Services: Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Messenger service, \$400.00; travel expenses in connection with petitions for zoning changes, \$50.00; advertising public hearing, \$350.00; blueprints of areas involved in zoning petitions, \$100.00; reporting of public hearings, \$740.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

ZONING COMMISSION

1-01-73

The Zoning Commission is the official authority that has the power to adopt a new zoning regulation and from time to time, once the original regulation is adopted, amend it upon petition or otherwise, rendered after a public hearing following advertisement.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	Requested by Department	1961 Budget	Approved
					Recommended by Mayor	
Special Appropriation: Zoning Commission . . .	—	—	—	\$2,400 00	\$2,400 00	

REAL PROPERTY DEPARTMENT

1-01-80

The Real Property Department has general responsibility for the care and disposal of property acquired for taxes and surplus real estate belonging to the City of Boston, and for the operation and maintenance of municipal and court buildings not assigned to a specific department.

The department's activities are carried on by three divisions and a summary of the divisional appropriations is given below:

Title	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Property Division . . .	\$217,976 18	\$141,918 50	\$193,650 00	\$901,255 00	\$300,852 00	
Bldgs. Div. (City Buildings) .	1,112,615 46	1,053,111 85	1,070,410 00	1,631,277 00	1,143,408 00	
Market Division . . .	34,409 25	35,300 88	36,443 00	37,905 00	37,077 00	
TOTALS . . .	\$1,365,000 89	\$1,230,331 23	\$1,300,503 00	\$2,570,437 00	\$1,481,337 00	

The above tabulation does not include the appropriation of \$195,455.00 for the operation of the county buildings contained in the County Section, which will be administered by the Buildings Division.

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$761,783 91	\$749,357 02	\$749,172 00	\$861,363 00	\$760,803 00	
—Contractual Services . . .	405,500 24	327,156 30	341,961 00	635,344 00	437,114 00	
—Supplies & Materials . . .	57,030 55	53,666 02	55,090 00	69,205 00	56,905 00	
—Current Charges & Oblig's .	75,026 85	73,465 70	93,760 00	102,035 00	96,115 00	
—Equipment . . .	646 93	194 09	520 00	4,990 00	400 00	
—Structures & Improvements	65,012 41	26,492 10	60,000 00	897,500 00	130,000 00	
TOTALS . . .	\$1,365,000 89	\$1,230,331 23	\$1,300,503 00	\$2,570,437 00	\$1,481,337 00	

In the pages that follow the detail applicable to each of the three divisions of the department is presented.

PROPERTY DIVISION, REAL PROPERTY DEPARTMENT

1-01-85

The Property Division has the responsibility for the care and disposal of all real estate belonging to the city which is not held by other departments for specific municipal purposes. It also has the duty of providing off-street parking where necessary and advisable. It administers leases on a long-term basis for three downtown sites on which parking garages have been erected, and administers leases on a short-term basis for four downtown sites on which parking garages have also been erected. An eighth garage is being erected to be completed in 1961 and two parking lots are leased on an annual basis. Ten suburban parking lots are operated, in which meters have been installed for the collection of fees.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$80,072 31	\$77,914 51	\$75,460 00	\$85,425 00	\$81,172 00	
2—Contractual Services . . .	93,934 65	50,696 61	83,025 00	140,100 00	96,400 00	
3—Supplies & Materials . . .	1,632 62	1,489 76	1,645 00	2,215 00	1,605 00	
4—Current Charges & Oblig's	7,220 11	5,896 60	13,250 00	21,525 00	21,525 00	
5—Equipment	384 03	146 69	270 00	1,990 00	150 00	
7—Structures & Improvements	34,732 46	5,774 33	20,000 00	650,000 00	100,000 00	
TOTALS	\$217,976 18	\$141,918 50	\$193,650 00	\$901,255 00	\$300,852 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$1,362,200 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Maintenance of records and accounting for all money received from sale of city-owned property. Provides engineering services to determine the need for off-street parking facilities and preparation of plans for such developments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$49,067 00	\$100 00	\$1,565 00	\$305 00	\$150 00	\$51,187 00

Personal Services: Commissioner of Real Property, Executive Secretary, 7 Clerks, Head Clerk.

Contractual Services: Servicing of equipment, \$100.00.

Supplies and Materials: Paper cups, \$15.00; postage, \$300.00; forms, cards, stationery, \$1,000.00; gasoline and lubricants, \$250.00.

Current Charges and Obligations: Premiums on surety bonds, \$70.00; license, auctioneer, \$10.00; rental of water cooler, \$75.00; dues and subscriptions, \$150.00.

Equipment: Library books, \$150.00.

2. CARE AND DISPOSAL OF FORECLOSED REAL ESTATE AND SURPLUS PROPERTY

Maintenance, care and disposal by auction of property acquired by foreclosure of title or transferred to the department by order of the City Council. At the time of preparing the budget, the number of parcels held totaled 2,779, of which 105 were real estate, and 2,674 were vacant lots. During the year 1960, 188 parcels were sold, at a total sale value of \$410,050.00.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
5	\$32,105 00	\$72,700 00	\$40 00	\$3,170 00	\$100,000 00	\$208,015 00

Personal Services: Real Property Agent, 2 Assistant Real Estate Custodians, Auctioneer, Senior Civil Engineer.

Contractual Services: Steam service, \$1,200.00; repairs: carpentry, \$5,000.00; electrical, \$1,000.00; plumbing and steamfitting, \$2,000.00; roofing and masonry, \$3,000.00; advertising for sale of city-owned properties at public auction, \$7,500.00; carfares for purpose of inspecting properties, \$500.00; printing and binding, \$3,500.00; recording and judicial services, \$50.00; cleaning and removal of debris from city owned land, \$48,950.00.

Supplies and Materials: Photographic supplies, \$40.00.

Current Charges and Obligations: Hold-up insurance, fidelity bonds, insurance on Houghton & Dutton Building, \$3,125.00; bond for Auctioneer, \$45.00.

Structures and Improvements: Installation of elevators, Houghton & Dutton Building, \$100,000.00.

3. MAINTENANCE OF PARKING FACILITIES, LOCAL COMMUNITIES

Responsible for the maintenance, cleaning, removal of debris and snow removal.

	Contractual Services	Current Charges	Total
	\$23,600 00	\$18,050 00	\$41,650 00
Contractual Services: Electricity, \$5,600.00; repairs: electrical, \$2,000.00; repairing to parking garages, \$1,000.00; cleaning debris and snow from 9 off-street parking facilities, \$15,000.00.			
Current Charges and Obligations: Insurance, fire, parking facilities: Essex Street, \$2,450.00; St. James Avenue, \$3,200.00; Kingston Street, \$6,100.00; Fort Hill, \$2,500.00; Central Street, \$3,800.00.			

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	10	\$49,067 00	\$100 00	\$1,565 00	\$305 00	\$150 00	—	\$51 187 00
Care and Disposal of Foreclosed Real Estate and Surplus Municipal Property	5	32,105 00	72,700 00	40 00	3,170 00	—	\$100,000 00	208,015 00
Maintenance of Parking Facilities, Local Communities	—	—	23,600 00	—	18,050 00	—	—	41,650 00
TOTALS	15	\$81,172 00	\$96,400 00	\$1,605 00	\$21,525 00	\$150 00	\$100,000 00	\$300,852 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

1-01-84

The Buildings Division is responsible for the care and management of city buildings not held by specific departments. Twenty-one major buildings are operated, including the City Hall and City Hall Annex.

These buildings are located in many parts of the city and are used by the courts and municipal departments, Selective Service Local Boards, civilian defense boards, and others. The buildings are frequently opened to the public after hours for civic, social, and other meetings. The total area of office and court space in these buildings is 714,905 square feet.

In addition to the city-owned buildings, the department is responsible for the leasing of office space for 3 departments occupying quarters outside of City Hall, as well as the care and maintenance of 10 buildings leased to veteran organizations.

A — BUDGET SUMMARY

Group	1958		1959		1960		1961 Budget	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor
1—Personal Services . . .	\$649,815	34	\$638,584	55	\$639,660	00	\$740,849	00
2—Contractual Services . . .	310,011	58	275,109	35	257,590	00	493,868	00
3—Supplies & Materials . . .	54,438	95	51,083	68	52,400	00	65,550	00
4—Current Charges & Oblig's	67,806	74	67,569	10	80,510	00	80,510	00
5—Equipment	262	90	47	40	250	00	3,000	00
7—Structures & Improvements	30,279	95	20,717	77	40,000	00	247,500	00
TOTALS	\$1,112,615	46	\$1,053,111	85	\$1,070,410	00	\$1,631,277	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$47,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Provides clerical and financial services, maintains reports and statistics, processes all personnel actions, audits time records, prepares payrolls. Conducts periodic inspections of buildings, structures, and utilities under direct control of the division. Prepares plans for repair work; supervision and approval for payment of repair work performed satisfactorily by contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
9	\$41,600 00	\$1,200 00	\$500 00	\$43,300 00

Personal Services: Performance under this program is divided among the following sections:

Administrative and General Services Division: Assistant Commissioner of Real Property, Head Administrative Clerk, and 4 Clerical Employees.

Inspection Section: 3 Inspectors.

Contractual Services: Carfare and mileage, \$600.00; advertising, \$300.00; mimeographing and duplicating services, \$200.00; printing and binding, \$100.00.

Supplies and Materials: Forms, cards, stationery, and postage, \$500.00.

2. CARE, OPERATION, AND MAINTENANCE OF CITY HALL AND CITY HALL ANNEX

Responsible for the care and operation of the heating plant in City Hall and City Hall Annex, minor repairs to building equipment, furnishings, and maintenance of elevators. Provides telephone exchange service for all offices in City Hall and City Hall Annex, and acts as the clearing house for all telephone calls. The switchboard is an automatic 5-position board. The number of calls annually is approximately as follows: outgoing, 1,816,000; incoming, 1,462,000; and long distance calls, 4,460. It is also responsible for the operation of 5 elevators in City Hall Annex and 2 in City Hall. Daily cleaning of 224,915 square feet of floor space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
65	\$251,441 00	\$187,350 00	\$3,700 00	\$715 00	\$30,000 00	\$473,206 00

Personal Services: Performance under this program is divided among the following sections:

Maintenance Section: Plant Superintendent, Chief Power Plant Engineer, 3 Stationary Engineers, 4 Steam Firemen, Locksmith.

Telephone Section: Chief Telephone Operator, 6 Telephone Operators.

Custodial Section: Superintendent, 38 Custodial Workers, Matron, 3 Elevator Operator-Watchmen.

Elevator Section: Chief Elevator Operator, 4 Elevator Operators.

Vacation supply, \$1,500.00.

Overtime Allowance, \$300.00 for Saturdays, Sundays, and holidays.

Contractual Services: Telephone service, \$65,000.00; electricity, \$56,000.00; gas for fuel, \$2,000.00; general repairs, carpentry, \$11,500.00; painting, \$10,000.00; linoleum, \$2,500.00; servicing equipment, \$550.00; towel service, \$2,000.00; servicing elevators, \$4,800.00; moving various departments, \$20,000.00; electrical, \$7,000.00; miscellaneous, \$6,000.00.

Supplies and Materials: Cleaning and custodial supplies, \$2,200.00; repair parts and materials, non-automotive, \$250.00; general operating supplies, \$600.00; miscellaneous building supplies and materials, \$650.00.

Current Charges and Obligations: Rental water coolers, \$500.00; clocks, \$200.00; premium on bonds, \$15.00.

Structures and Improvements: Repair and replace corroded beams, \$30,000.00.

3. CARE, OPERATION, AND MAINTENANCE OF OTHER CITY-OWNED BUILDINGS

Care and operation of heating units; minor repairs to buildings and installed utilities, equipment, and furnishings; care and daily cleaning of 490,000 square feet of floor space and the outside area of 17 buildings.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
87	\$351,959 00	\$150,818 00	\$44,900 00	\$61,800 00	\$250 00	\$609,727 00

Personal Services: 2 Building Maintenance Supervisors, Superintendent of Faneuil Hall, 2 Stationary Engineers, 16 Steam Firemen, 66 Custodial Workers.

Vacation supply, \$3,500.00.

Overtime allowance, \$4,700.00 for services required on Saturdays, Sundays, holidays, and in emergencies.

Contractual Services: Steam, \$22,000.00; carpentry, \$4,250.00; electrical, \$26,375.00; plumbing and heating, \$18,000.00; painting, \$19,500.00; roofing, \$19,500.00; masonry, \$5,625.00; linoleum, \$5,625.00; miscellaneous, \$19,125.00; cleaning windows, \$3,000.00; extermination of vermin, \$2,500.00; custodial services; Veterans' Services, \$2,659.00; Quincy Market, \$2,559.00; repair tower clock, \$100.00.

Supplies and Materials: Fuel oil and coal, \$40,500.00; cleaning and custodial supplies, \$2,500.00; general operating supplies, \$200.00; lumber, hardware and miscellaneous supplies and materials, \$1,700.00.

Current Charges and Obligations: Rentals, space in office buildings for city departments, Law Department (11 Beacon Street), \$40,800.00; Veterans' Services Department (155 Washington Street), \$17,000.00; rental of trucks, \$2,000.00; boiler insurance, \$2,000.00.

Equipment: Federal, state, and city flags, \$250.00.

4. PROVIDING FACILITIES FOR USE OF THE ORGANIZED MILITIA

Providing as required by existing statutes adequate facilities for drill, housekeeping services, and suitable outdoor range for small-arms practice for certain units of the armed forces of the Commonwealth.

Supplies Materials	Current Charges	Total
\$5,100 00	\$12,075 00	\$17,175 00

Supplies and Materials: Fuel, oil, \$4,500.00; electric light bulbs and housekeeping supplies, \$600.00.

Current Charges and Obligations: Rental, First Corps Cadet Armory, \$11,800.00; water taxes, \$275.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	9	\$41,600 00	\$1,200 00	\$500 00	—	—	—	\$43,300 00
2. Care, Operation, and Maintenance of City Hall and City Hall Annex	65	251,441 00	187,350 00	3,700 00	\$715 00	—	\$30,000 00	473,206 00
3. Care, Operation, and Maintenance of Other City-owned Buildings	87	351,959 00	150,818 00	44,900 00	61,800 00	\$250 00	—	609,727 00
4. Providing Facilities for Use of the Organized Militia	—	—	—	5,100 00	12,075 00	—	—	17,175 00
TOTALS	161	\$645,000 00	\$339,368 00	\$54,200 00	\$74,590 00	\$250 00	\$30,000 00	\$1,143,408 00

MARKET DIVISION, REAL PROPERTY DEPARTMENT

1-01-86

The Market Division of the Real Property Department is responsible for the leasing of the upper area of Quincy Market and of the city public market area of the Faneuil Hall Market for the sale of perishable merchandise. This market area includes the lower floor of the buildings called New Faneuil Hall and Quincy Market, and the sidewalks and cellars of these buildings. The division is also responsible for the collection of rents, for the preservation of order, the destruction of food unfit for sale, and the approval of the installation of utilities and appliances in the market buildings. The market facility operates 24 hours a day.

There are 51,000 square feet of rentable space in the market area, which is leased to 70 tenants.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$31,896 26	\$32,857 96	\$34,052 00	\$35,089 00	\$34,631 00	
2—Contractual Services . .	1,554 01	1,350 34	1,346 00	1,376 00	1,346 00	
3—Supplies & Materials . .	958 98	1,092 58	1,045 00	1,440 00	1,100 00	
TOTALS	\$34,409 25	\$35,300 88	\$36,443 00	\$37,905 00	\$37,077 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961	<u>\$115,000 00</u>
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C—PROGRAM

1. OPERATION OF A MARKET FACILITY

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$34,631 00	\$1,346 00	\$1,100 00	\$37,077 00

Personal Services: Superintendent, Assistant Superintendent, Head Clerk, Junior Building Custodian, 3 Watchmen. Temporary Employee for vacation relief, \$500.00. Overtime allowance, \$100.00 for services required due to emergencies and absences of regular personnel due to illness.

Contractual Services: Communications, telephone, \$120.00; light, heat and power, \$1,100.00; servicing of equipment, \$27.00; miscellaneous \$99.00.

Supplies and Materials: Heating, \$800.00; household, \$200.00; office supplies, \$75.00; miscellaneous, \$20.00; medical supplies, \$5.00.

BOSTON RETIREMENT BOARD

1-01-91

The Boston Retirement Board is responsible for the processing of all retirements under the Boston and the State-Boston Retirement Systems and maintains the administrative and financial accounts relative to both systems. Under the first system, 4 per cent is deducted from members' compensation and this amount is matched by the city, thus creating a reserve for the payment of retirement allowances as they arise. Under the second system, the employee contributes 5 per cent, but no contribution is made by the city until the time that actual retirement arrives.

At the present time the Boston System has 1,000 members as against 19,400 in the other system. The expenses of the Board are allocated 5 per cent to the Boston System and 95 per cent to the State-Boston System. Under existing law, the allocation for the latter system is paid over to the Collector-Treasurer at the beginning of each year, and the expenses, as they arise, are charged against this allowance.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$97,867 75	\$99,762 81	\$96,316 00	\$84,444 00	\$84,444 00	
—Contractual Services . . .	11,494 60	13,873 00	11,100 00	10,050 00	10,050 00	
—Supplies & Materials . . .	2,390 20	2,839 00	2,000 00	2,000 00	2,000 00	
—Current Charges & Oblig's	150 00	150 00	200 00	300 00	300 00	
—Equipment	117 50	120 00	—	—	—	
TOTALS	\$112,020 05	\$116,744 81	\$109,616 00	\$96,794 00	\$96,794 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Administers the work of the department, subject to the approval of the Board; prepares the annual budget; requisitions supplies and prepares annual report; supervises the financial operation of the two systems; interviews members claiming disability and determines eligibility; prepares veterans' retirement cases and prepares minutes of and takes hearings on disability cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$32,978 00	\$4,020 00	\$800 00	\$100 00	\$37,898 00

Personal Services: Executive Officer, Assistant Executive Officer, Disability Pension Analyst, Disability Pension Investigator, Accountant.
Contractual Services: Transportation for board members, \$60.00; medical services of 3 board members, \$3,800.00; repairs of office machines, \$160.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$800.00.
Current Charges and Obligations: Rental of safety deposit vault, \$100.00.

2. MAINTENANCE OF RETIREMENT SYSTEMS

Calculates all retirements under both systems; maintains master account cards for active members and retirement allowance payment cards for retired members; prepares monthly pension rolls; and maintains statistical records. Maintains current accounts for each member of the systems; posts retirement deductions on a cumulative basis; prepares statistical data and reports; makes refunds of resigned and deceased members; provides information on retirement laws to members; enrolls new entrants and maintains an index of all members; keeps account plate for each member for circular notices regarding legislation, changes in the law, benefits, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
18	\$51,466 00	\$6,030 00	\$1,200 00	\$200 00	\$58,896 00

Boston Retirement Board — Continued

Personal Services: Performance under this program is divided among the following sections:

Master Card Section: Head Pension Examiner, 2 Principal Pension Examiners, 5 Clerical Employees.

Machine Posting Division: Head Clerk, 9 Clerical Employees, temporary employees, \$2,000.00; fees, \$1,000.00.

Contractual Services: Servicing of office equipment, \$240.00; travel expenses, \$90.00; printing and binding of notices to members, \$1,200.00; actuarial services, \$4,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,200.00.

Current Charges: Rentals, \$200.00.

D—PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Current Charges	Equipment	Total
1. Administrative and General Services .	5	\$32,978 00	\$4,020 00	\$800 00	\$100 00	\$37,898 00
2. Maintenance of Retirement Systems .	18	51,466 00	6,030 00	1,200 00	200 00	58,896 00
TOTALS	23	\$84,444 00	\$10,050 00	\$2,000 00	\$300 00	\$96,794 00

FINANCE COMMISSION

1-01-93

The Finance Commission is authorized to investigate matters relating to appropriations, loans, expenditures, accounts, and methods of administration affecting the City of Boston or the County of Suffolk, or any department thereof, that may appear to the commission to require investigation, and to report thereon to the Mayor, the City Council, the Governor, or the General Court.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$43,026 74	\$46,808 70	\$46,450 00	\$46,656 00	\$46,656 00	
—Contractual Services . .	2,918 50	2,877 02	3,450 00	3,465 00	3,465 00	
—Supplies & Materials . .	441 08	482 01	645 00	720 00	720 00	
—Current Charges & Oblig's	5,731 86	6,603 55	8,405 00	8,409 00	8,409 00	
—Equipment	4,676 29	1,198 81	1,050 00	750 00	750 00	
TOTALS	\$56,794 47	\$57,970 09	\$60,000 00	\$60,000 00	\$60,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$24,408 00	\$3,215 00	\$570 00	\$5,676 00	\$750 00	\$34,619 00

Personal Services: Chairman, Executive Secretary, and 2 Clerical Employees. Temporary employees, \$500.00.
Contractual Services: Telephone and telegraph services, \$800.00; electricity, \$240.00; servicing of office equipment, \$100.00; printing of annual report, \$2,000.00; cleaning, \$75.00.
Supplies and Materials: Household supplies, \$45.00; postage, forms, cards, and stationery, \$500.00; twine and wrapping paper, \$25.00.
Current Charges and Obligations: Rent of office space, \$5,275.00; rental of water cooler, \$75.00; dues, \$26.00; newspaper subscriptions, \$300.00.
Equipment: Library books, \$550.00; office equipment, \$200.00.

2. INVESTIGATION AND RESEARCH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$22,248 00	\$250 00	\$150 00	\$2,733 00	\$25,381 00

Personal Services: Investigator-Inspector (Engineer), 2 Clerks (Administrative Analysts).
Contractual Services: Carfares of Investigators, \$250.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$150.00.
Current Charges and Obligations: Special investigations, \$2,733.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	4	\$24,408 00	\$3,215 00	\$570 00	\$5,676 00	\$750 00	\$34,619 00
Investigation and Research	3	22,248 00	250 00	150 00	2,733 00	—	25,381 00
TOTALS	7	\$46,656 00	\$3,465 00	\$720 00	\$8,409 00	\$750 00	\$60,000 00

POLICE DEPARTMENT

1-02-11

The Police Department is directed by a Police Commissioner who is appointed by the Governor. The Commissioner has power under the law to appoint, establish, and organize the department and to make all necessary rules and regulations for its efficiency.

The primary functions of the Police Department are the prevention of crime; the detection and apprehension of offenders if crime is committed; the protection of life and property; the preservation of public tranquillity; and the enforcement of laws and ordinances. Each year the department lists residents twenty years of age or more for registration of voters.

The area under the jurisdiction of the department totals 44.34 square miles, containing a population of 697,197 as shown by the census of 1960.

An average of 80,551 arrests is effected annually.

A — BUDGET SUMMARY

Group	1958		1959		1960		1961 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$14,813,522	79	\$17,399,491	15	\$17,450,000	00	\$17,990,143	00	\$17,050,000 00
2—Contractual Services . . .	434,766	64	435,958	81	399,000	00	435,620	00	417,000 00
3—Supplies & Materials . . .	451,080	27	488,217	78	459,900	00	510,111	00	466,900 00
4—Current Charges & Oblig's . . .	21,006	01	29,179	22	33,141	00	38,410	00	38,410 00
5—Equipment	115,987	71	152,516	59	142,665	00	427,368	00	—
7—Structures & Improvements	—		17,295	77	—		190,000	00	—
TOTALS	\$15,836,363	42	\$18,522,659	32	\$18,484,706	00	\$19,591,652	00	\$17,972,310 00

B — DEPARTMENTAL REVENUE

Estimated departmental revenues from sale of licenses, permits, second-hand articles, damage to police property	<u>\$150,000 00</u>
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Formulates policy; directs entire police program; processes appointments, promotions, and separations in accordance with the law; maintains personnel files and assignment records; determines medical fitness of members of uniformed force and keeps various records of the Police Department.

Prepares payrolls and maintains payroll records; audits and records departmental expenditures; furnishes budget estimates; tabulates and compiles statistics on police operations; prepares and records all licenses granted by Police Commissioner; processes applications forwarded by Licensing Board, city and state departments for police investigation, and is responsible for all money received and disbursed by the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
60	\$337,066 00	\$20,500 00	\$15,570 00	\$6,552 00	\$379,688 00

Personal Services: Performance under this program is divided among the following sections:

Commissioner's Office: Commissioner, Medical Examiner, Secretary (Confidential), Secretary, 2 Assistant Secretaries, 3 Clerical Employees
Chief Clerk's Office: Chief Clerk (Deputy Superintendent), Captain, Sergeant, 12 Patrolmen, 36 Clerical Employees.

Contractual Services: Servicing of office equipment, \$2,200.00; advertising, \$1,200.00; legal services, \$11,000.00; other professional services \$300.00; printing of annual report, \$3,500.00; other printing and binding, \$2,300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$10,840.00; medallions for hackney carriages, etc., \$4,730.00.

Current Charges and Obligations: Dues and subscriptions, \$925.00; rentals, \$272.00; bonds and insurance, \$5,355.00.

2. LAW ENFORCEMENT

Responsible for the enforcement of all laws, ordinances, and regulations which the police have authority to execute. The staff of the office of the Superintendent of Police includes the Inspector of Divisions.

There are 17 Police Divisions located in various parts of the city. These divisions use 128 automobiles, 39 other motor vehicles, and 50 motorcycles. The Harbor Police maintain day and night patrol service by the 5 police boats. One division has 12 saddle horses for use in parades, traffic and escort work, etc.

The Traffic Division is responsible for the enforcement of statutes, ordinances, rules, and regulations pertaining to traffic in downtown Boston, the processing of parking violations for the entire department, and the development of a safety educational program for school children and the general public. It is estimated that 1,825,148 vehicles use the city's streets daily. Total parking violations, looked up by the personnel of the Traffic Division and mailed to car owners, amounted to 575,014.

The Crime Prevention Bureau operates a program for the prevention of delinquency among juveniles and for the rehabilitation of maladjusted children.

The Bureau of Criminal Investigation is composed of several units, namely: Identification, Automobile, Homicide, Ballistics, Chemical Laboratory, Lost, Stolen Property, Missing Persons, Special Service, Domestic Relations, Narcotics, and Vice.

Detectives assigned to the Detective Bureau are detailed to the Bureau of Criminal Investigation and the various Police Divisions.

The House of Detention is maintained for women who are arrested in the city and who, unless otherwise released, are held in charge of the Chief Matron until the next session of the court before which they are to appear. Approximately 3,023 women are detained annually.

The City Prison is maintained for males who are arrested in the city for offenses the prosecution of which is within the jurisdiction of the Central Municipal Court, and who, unless otherwise released, are held in charge of the keeper until the next session of the court before which they are to appear. The average number of persons held annually is 13,927.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
2,718	\$15,576,631 00	\$113,000 00	\$350,205 00	\$11,650 00	\$16,051,486 00

Personal Services: Performance under this program is divided among the following sections:

Superintendent's Office: Superintendent of Police, 4 Deputies, 1 Sergeant, 1 Patrolman.

Uniform Divisions: 24 Captains, 56 Lieutenants, 170 Sergeants, 1,863 Patrolmen.

Regulation and Control of Traffic: Deputy Superintendent, Captain, 6 Lieutenants, 12 Sergeants, 195 Patrolmen.

Crime Prevention Bureau: Captain, Lieutenant, 12 Policewomen, Patrolman, Clerical Employee.

Bureau of Criminal Investigation: Deputy Superintendent, 4 Captains, 5 Lieutenants, 8 Sergeants, 55 Patrolmen, Biological Chemist, Assistant Biological Chemist, 10 Clerical Employees.

Detective Bureau: 12 Lieutenant-Detectives, 32 Sergeant-Detectives, 188 Detectives.

House of Detention: Chief Matron, Assistant Chief Matron, 11 Assistant Matrons, 4 Janitresses.

City Prison: Captain, 2 Lieutenants, 4 Sergeants, 26 Patrolmen.

Overtime allowance for legal holiday, primary, and election days, parades, etc., \$550,000.00.

Contractual Services: Repairs and servicing of equipment, \$55,600.00; travel expenses, \$23,000.00; medical, dental, and laboratory services, \$23,100.00; services of diver, \$300.00; cleaning services, uniforms, caps, etc., \$8,000.00; veterinary, stable and horseshoeing services, etc., \$2,100.00; expert services, \$400.00; copying records, witness fees, \$500.00.

Supplies and Materials: Gasoline and diesel oil, \$105,000.00; lubricating oil, and grease, \$9,000.00; tires and tubes, \$16,000.00; repair parts and accessories, \$25,000.00; food for prisoners, \$18,000.00; medical supplies, \$1,900.00; postage, forms, cards, and stationery, \$59,660.00; forms for Central Complaint Unit, \$8,500.00; ammunition, targets, tear gas, etc., \$8,000.00; general operating supplies for boats, ballistics, etc., \$4,300.00; cloth for wearing apparel and making of same, \$80,495.00; photographic supplies, \$6,850.00; stable supplies, \$7,000.00; police badges, \$500.00.

Current Charges and Obligations: Rentals of garages and storage, \$10,550.00; revolver matches, \$1,000.00; notary public, \$50.00; entry fees, colleges, \$50.00.

3. MAINTENANCE AND CONTROL OF COMMUNICATIONS

The Central Complaints and Record Bureau controls communications equipment, consisting of telephone, teletype, radio, and telegraph, and through its facilities directs movement of radio cars, police boats, and ambulances. This Bureau records all crimes, arrests, and incidents on the newly installed IBM equipment.

The Signal Service Unit maintains the signal service system; supervises all telephone and teletype installations; makes minor teletype repairs; services electrical equipment; installs wiring throughout the department; and provides signs for marking taxicab stands.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
113	\$616,077 00	\$77,300 00	\$35,925 00	\$20,208 00	\$749,510 00

Personal Services: Performance under this program is divided under the following sections:

Central Complaints and Record Bureau: 2 Lieutenants, 9 Sergeants, 58 Patrolmen, 11 Telephone Operators, 10 Clerical Employees.

Signal Service Unit: Director, 1 Assistant Director, 21 Mechanical Employees.

Contractual Services: Telephone service, \$66,300.00; repairs and servicing of equipment, \$11,000.00.

Supplies and Materials: Signal, traffic control, fire-fighting supplies and materials, \$29,600.00; radio transmitter parts and materials, \$6,325.00.

Current Charges and Obligations: Rentals, \$300.00; rental of IBM machines, \$16,248.00; rental of Xerox Copier, \$3,660.00.

Police Department — Continued

4. MAINTENANCE AND REPAIR OF POLICE BUILDINGS AND EQUIPMENT

The Senior Building Custodian is responsible for the maintenance of police buildings. The Property Clerk is responsible for servicing department automobiles and motorcycles; has charge of lost, stolen, and abandoned property and articles taken from persons arrested for any cause; and procures all supplies, uniforms, and equipment.

Annual statistics of this office are as follows: 7,628 repair jobs of departmental automobiles; 683 repair jobs of motorcycles; 18 buildings maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
110	\$520,226 00	\$127,500 00	\$65,200 00	\$712,926 00

Personal Services: Superintendent of Police Building, Assistant Superintendent of Police Building, Property Clerk, Supervisor of Automotive Equipment, Assistant Supervisor of Automotive Equipment, Working Foreman Mechanic, 4 Clerical Employees, Diesel and Gasoline Operator, 1 Patrolman, 21 Auto Mechanics, 7 Hostlers, 70 Building Maintenance Employees.

Contractual Services: Electricity, \$42,000.00; gas, fuel, \$4,500.00; heating Station 1, \$6,200.00; repairs and servicing of buildings and structures (carpentry and electrical), \$11,200.00; plumbing and steamfitting, \$12,000.00; painting, plastering, roofing, masonry, etc., \$36,800.00; repairs and servicing of equipment, \$6,200.00; paint and repair flagpoles, \$700.00; inspection of elevators, \$2,800.00; cleaning, laundering, bedding, etc., \$4,600.00; freight and express, \$500.00.

Supplies and Materials: Heating supplies and materials, \$42,000.00; laundry, cleaning, custodial supplies and materials, \$19,000.00; building supplies and materials, \$1,200.00; machine parts, \$600.00; tools and instruments, \$2,400.00.

5. POLICE LISTING SERVICE

The Police Department lists residents twenty years of age or more each year for registration of voters. Members of the department perform this duty during the regular workday.

Contractual Services	Total
\$78,700 00	\$78,700 00

Contractual Services: Services and materials for preparing police list, \$5,000.00; printing police lists, \$65,000.00; other supplies for police listing, \$8,700.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	60	\$337,066 00	\$20,500 00	\$15,570 00	\$6,552 00	\$379,688 00
2. Law Enforcement	2,718	15,576,631 00	113,000 00	350,205 00	11,650 00	16,051,486 00
3. Maintenance and Control of Communi- cations	113	616,077 00	77,300 00	35,925 00	20,208 00	749,510 00
4. Maintenance and Repair of Police Buildings and Equipment	110	520,226 00	127,500 00	65,200 00	—	712,926 00
5. Police Listing Service	—	—	78,700 00	—	—	78,700 00
TOTALS	3,001	\$17,050,000 00	\$417,000 00	\$466,900 00	\$38,410 00	\$17,972,310 00

FIRE DEPARTMENT

1-02-21

The Fire Department is responsible for extinguishing fires, the prevention of fires, and the protection of life and property.

A — BUDGET SUMMARY

Group	1958		1959		1960		1961 Budget		Approved
							Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$10,601,921	16	\$12,337,035	28	\$12,218,000	00	\$12,342,171	00	\$12,088,000 00
—Contractual Services . . .	312,932	60	294,407	67	362,470	00	362,700	00	362,700 00
—Supplies & Materials . . .	442,458	76	434,756	80	409,043	00	408,785	00	403,785 00
—Current Charges & Oblig's . . .	9,169	95	11,189	51	12,682	00	10,602	00	10,602 00
—Equipment	158,326	07	107,016	38	89,729	00	376,445	00	14,445 00
—Structures & Improvements . . .	71,601	81	14,398	19	—	—	—	—	—
TOTALS	\$11,596,410	35	\$13,198,803	83	\$13,091,924	00	\$13,500,703	00	\$12,879,532 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$287,520 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services, maintains reports and statistics of all fires, keeps personnel records, performs cleaning and other custodial work in the Headquarters Building, and ministers to the religious needs of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
47	\$223,500 00	\$14,600 00	\$3,800 00	\$178 00	\$85 00	\$242,163 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Medical Examiner, Executive Secretary, 2 Clerical Employees, 3 Fire Fighter-Aides.

General Services Section: 4 Head Clerks, 9 Clerical Employees, 4 Fire Fighters.

Payroll Section: Head Clerk, 4 Clerical Employees.

Chaplain Section: 3 Chaplains.

Custodial Section: 7 Fire Fighters, 7 Custodial Workers (Janitresses).

Overtime: Closing accounts, \$500.00.

Contractual Services: Telephone service, \$14,000.00; advertising, \$600.00.

Supplies and Materials: Gasoline and oil, \$1,500.00; postage, forms, cards, and stationery, \$2,000.00; tires and tubes, \$300.00.

Current Charges and Obligations: Dues and subscriptions, \$178.00.

Equipment: Library books, \$85.00.

2. EXTINGUISHING FIRES AND PROTECTING LIFE AND PROPERTY

Responsible for the extinguishment of fires and the protection of life and property in emergencies. Available facilities include 41 Engine Companies, 5 Engine Squads, 29 Ladder Companies, 1 Rescue Company, 2 Water Towers, 3 Mobile Lighting Plants, 2 Fireboats, and 2 High Pressure Stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1814	\$10,441,000 00	\$26,880 00	\$135,756 00	\$5,703 00	\$9,075 00	\$10,618,414 00

Personal Services: Performance under this program is divided among the following sections:

Headquarters Section: Chief of Department, 2 Assistant Fire Chiefs, Deputy Chief, 2 District Chiefs, 9 Captains, 2 Lieutenants, 17 Fire-Fighter Aides.

Maintenance Section: Engineer in Charge, Assistant Engineer in Charge, 13 Engineers — High Pressure, 2 Fire Fighters.

Fire Fighting Force: 7 Deputy Chiefs, 44 District Chiefs, 76 Captains, 199 Lieutenants, Chief Marine Engineer, 8 Fire Fighter-Masters, 8 Fire Fighter-First Engineers, 10 Fire Fighter-Second Engineers, 1,402 Fire Fighters, 7 Fire Fighter-Aides, Fire Fighter-Apparatus Operator.

Provision for overtime pay, as provided by city ordinance, for members of the department required to work on holidays, \$224,000.00.

Contractual Services: Gas, fuel, \$3,300.00; steam heat, \$7,000.00; servicing of equipment, \$2,000.00; travel expenses to attendance at International Association of Fire Chiefs, \$200.00; travel expenses to attend conferences with view toward gaining knowledge of operation and training procedures, \$700.00; manufacture of uniforms, \$6,200.00; medical examinations, \$300.00; musical instructor, \$780.00; cleaning towels and bed linen, \$5,400.00; repairs to uniforms, \$500.00; printing and binding, \$500.00.

Fire Department — Continued

Supplies and Materials: Gasoline, diesel oil, grease, and automobile repair parts, \$54,000.00; bed linen, \$5,000.00; medical supplies, \$1,500.00; forms, cards, and stationery, \$9,000.00; canister refills for masks, \$21,400.00; parts for repair of gas masks, inhalators, resuscitators, smoke ejectors, pumps, and other fire-fighting equipment, \$11,456.00; cloth for the manufacture of uniforms, \$12,600.00; wearing apparel, \$10,400.00; fire fighting supplies, \$10,400.00.

Current Charges and Obligations: Rental of high pressure stations, \$4,800.00; dues and subscriptions, \$903.00.

Equipment: Electrical and mechanical equipment, \$9,075.00.

3. ENFORCEMENT OF FIRE PREVENTION LAWS AND ISSUANCE OF RELATED PERMITS AND LICENSES

Responsible for the enforcement of all laws, ordinances, and rules pertaining to fire prevention, and the issuance of permits and certificates of registration for the storage of inflammable fluids and explosives. Investigates fires of incendiary and suspicious origin; inspects various types of buildings and structures; checks the storage of inflammable fluids and oil burner installations and instructs school children in fire prevention matters. Seventy-eight thousand seven hundred and seventy-three inspections are made in a year.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
82	\$435,000 00	\$970 00	\$15,200 00	\$4,251 00	\$2,335 00	\$457,756 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Assistant Fire Chief, 3 Fire Fighter-Aides, Analytical Chemist, Head Clerk and Secretary, 17 Clerical Employees. Inspection and Investigation Section: Captain-Assistant to chief, 3 Captains, 14 Lieutenants, 41 Fire Fighters.

Contractual Services: Attendance at conference of National Fire Protection Association to be held in Montreal, \$400.00; printing fire prevention regulations, \$350.00; up dating of maps, \$220.00.

Supplies and Materials: Gasoline, oil, and automotive supplies, \$1,700.00; postage, forms, cards, and stationery, \$11,000.00; photographic supplies, \$1,500.00; general operating supplies, \$1,000.00.

Current Charges and Obligations: Rental postage meter, \$120.00; dues and subscriptions, \$50.00; premium on surety bond, \$25.00; rental of Remington Rand equipment, \$4,056.00.

Equipment: Library books, \$135.00; laboratory equipment, \$700.00; office equipment, \$1,500.00.

4. SIGNAL SYSTEM OPERATION AND MAINTENANCE

Responsible for the proper and efficient operation of the fire alarm signal service, including the receiving and transmission of alarms to the Fire Fighting Force, and telephone and radio communications. Maintains and repairs 2,127 fire alarm boxes, 195 miles of overhead and 375 miles of underground signal wires and cables, and the electrical and power systems in fire stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
80	\$471,500 00	\$96,750 00	\$89,644 00	\$467 00	\$85 00	\$658,446 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Superintendent of Fire Alarm.

Operating Section: Assistant Superintendent, 28 Alarm Operators, 7 other employees.

Fire Alarm Construction Section: Assistant Superintendent, General Foreman, Radio Supervisor, 3 Foremen, 8 Working Foremen, 6 Inside Wiremen, 7 Linemen, 5 Cable Splicers, 11 other employees.

Overtime: In the event of severe storms, \$1,500.00.

Contractual Services: Telephone services, \$24,000.00; electricity, \$3,000.00; gas, fuel, \$400.00; electrical repairs in fire stations, fireboats and fire alarm boxes, \$23,000.00; replacement, relocation of fire alarm boxes, \$15,000.00; installation of underground cable ducts and other signal equipment, \$19,000.00; repairs for various electrical machinery, tools, and motors, \$2,500.00; repairs to fire alarm tappers, registers, and electrical equipment, \$3,000.00; attendance at International Association of Municipal Signal Engineers, Cincinnati, \$300.00; photostating fire alarm maps, \$200.00; services of the Underwriters' laboratory, \$800.00; express charges, \$50.00; printing of new fire alarm box location book, \$5,000.00; fire alarm repair, \$500.00.

Supplies and Materials: Gasoline, oil, and automotive parts, \$3,900.00; electric lamps and custodial supplies, \$3,100.00; postage, forms, cards, and stationery, \$1,000.00; building supplies, \$2,000.00; fire alarm underground cable, \$20,000.00; alarm posts, box sections, globes, and fire alarm parts, \$22,144.00; storage batteries, radio parts, and materials for the upkeep of fire alarm system, \$34,000.00; tools and instruments, \$3,000.00; blueprinting, drafting, and engineering supplies, \$500.00.

Current Charges and Obligations: Rental of ducts for fire alarm cable and post office box, \$430.00; dues and subscriptions, \$37.00.

Equipment: Library books, \$85.00.

5. PLANT AND EQUIPMENT MAINTENANCE AND REPAIR

Responsible for the maintenance of 46 department buildings, 188 pieces of apparatus, and 2 fireboats. Makes all repairs on motor vehicles and fire apparatus. Requisitions necessary equipment, supplies, materials, and contractual services, maintains inventory system, and records cost of building and equipment repair. Supervises and inspects repair work performed by private contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
109	\$517,000 00	\$223,500 00	\$159,385 00	\$3 00	\$2,865 00	\$902,753 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Superintendent of Maintenance, General Foreman.

Allocating and Storeroom Section: Head Administrative Clerk, 10 Clerical Employees, Heavy Motor Equipment Operator.

Motor Equipment Repair Section: General Foreman, 3 Working Foremen, 24 Repairmen, Garage Attendant, Welder.

Building Maintenance Section: General Foreman, 4 Foremen, 12 Mechanics.

Boiler Room Section: 2 Stationary Engineers, Fireman.

Blacksmith Shop: 1 Working Foreman, 2 Blacksmiths.

Hose and Harness Shop: Working Foreman, 4 Leather and Canvas Workers.

Machine Shop: Foreman, Machinist.

Apparatus Paint Shop: Working Foreman, 2 Spray Painters.

Custodial Section: 2 Junior Building Custodians.

Maintenance Division: Uniformed Section: Motor Apparatus Engineer, Captain, Assistant Engineer, 7 Engineers-in-charge, Assistant

Cardox Engineer, 16 Engineers-Motor Squad, 3 Fire Fighters. Overtime, repairing apparatus and equipment, \$2,000.00.

Contractual Services: Electricity, gas, and steam heat, \$74,000.00; general carpentry and maintenance of overhead doors and buildings, \$10,000.00; monthly inspection of elevators, \$1,000.00; painting of fire stations, \$7,000.00; installing new heating plants and plumbing repairs, \$10,000.00; general repairs to buildings and structures, \$33,000.00; repair and servicing of autos, trucks, machinery, and tools, \$52,400.00; installation and repair of oil burners, \$6,000.00; renovation of mattresses, repairs to furniture and equipment, \$6,000.00; express charges, \$250.00; extermination of vermin, \$850.00; miscellaneous services, \$7,000.00; fireboat repairs, \$16,000.00.

Supplies and Materials: Gasoline, oil, grease, and automotive supplies, \$27,600.00; heating supplies, \$81,885.00; custodial supplies and materials, \$4,900.00; postage, forms, cards, and stationery, \$1,000.00; building materials, plumbing, paints, and hardware supplies, \$20,000.00; repair parts and materials for fire-fighting equipment, \$11,500.00; wheat light batteries, parts, materials for machinery and equipment, \$7,000.00; tools and instruments, \$3,500.00; miscellaneous supplies and materials, \$2,000.00.

Current Charges and Obligations: Dues and subscriptions, \$3.00.

Equipment: Air compressors and miscellaneous shop tools, \$2,865.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	47	\$223,500 00	\$14,600 00	\$3,800 00	\$178 00	\$85 00	\$242,163 00
Extinguishing Fire and Protecting Life and Property	1,814	10,441,000 00	26,880 00	135,756 00	5,703 00	9,075 00	10,618,414 00
Enforcement of Fire Prevention Laws and Issuance of Related Permits and Licenses	82	435,000 00	970 00	15,200 00	4,251 00	2,335 00	457,756 00
Signal System Operation and Main- tenance	80	471,500 00	96,750 00	89,644 00	467 00	85 00	658,446 00
Plant and Equipment Maintenance and Repair	109	517,000 00	223,500 00	159,385 00	3 00	2,865 00	902,753 00
TOTALS	2,132	\$12,088,000 00	\$362,700 00	\$403,785 00	\$10,602 00	\$14,445 00	\$12,879,532 00

BUILDING DEPARTMENT

1-02-30

The Building Department consists of the Building Department, the Board of Appeal, the Board of Examiners, the Beacon Hill Architectural Commission. Although the Building Commissioner and the members of the Boards have independent jurisdiction, the appropriations for the six parts of the department are combined for the purpose of general administration.

The department's activities are carried on by four divisions, and a summary of the divisional appropriations is given below:

Title	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Building Department . . .	\$670,468 05	\$714,947 81	\$707,550 00	\$752,253 00	\$735,600 00	
Board of Appeal . . .	30,340 09	31,590 77	32,641 00	33,837 00	32,537 00	
Board of Examiners . . .	9,071 04	9,550 90	9,548 00	9,548 00	9,548 00	
Beacon Hill Architectural Commission . . .	1,049 86	1,009 03	1,400 00	1,500 00	1,400 00	
Demolition or Restoration of Abandoned Properties .	244,616 37	281,620 88	225,000 00	—	—	
TOTALS . . .	\$955,545 41	\$1,038,719 39	\$976,139 00	\$797,138 00	\$779,085 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$678,274 08	\$729,984 34	\$719,649 00	\$739,798 00	\$724,645 00	
2—Contractual Services . . .	19,549 86	17,457 18	21,100 00	45,150 00	44,300 00	
3—Supplies & Materials . . .	11,847 54	8,388 03	8,730 00	8,650 00	8,480 00	
4—Current Charges & Oblig's	72 00	109 50	110 00	160 00	110 00	
5—Equipment . . .	135 70	150 43	150 00	1,880 00	150 00	
Special Appropriation . . .	245,666 23	282,629 91	226,400 00	1,500 00	1,400 00	
TOTALS . . .	\$955,545 41	\$1,038,719 39	\$976,139 00	\$797,138 00	\$779,085 00	

In the pages that follow the detail applicable to each of the four divisions of the department is presented.

BUILDING DEPARTMENT

1-02-31

The Building Department administers and enforces the provisions of law governing the erection, alteration, repair, maintenance, use, occupancy, moving, or demolition of all buildings and structures in the city except those specifically exempted from the provision of the code. To this end the law empowers the commissioner to issue permits for the erection and alteration of buildings and structures; for the installation, extension, repair, and replacement of plumbing, gas fitting, fire extinguishing apparatus, and elevators; for the installation of steam boilers, heaters, and other heat-producing apparatus; and for engines and dynamos.

The Building Department is also charged with the responsibility for granting permits for and inspection of electric conductors and appliances.

The Zoning Law is administered by this department. This act regulates and defines the use to which any premises may be put according to specific areas designated as residential, business, industrial, and unrestricted.

The Building Department also licenses persons certified by the Board of Examiners as qualified to engage in or work at the business of gas fitting in Boston; registers licensed master plumbers doing work in the City of Boston; examines and licenses as qualified welders persons so qualified; and grants licenses for the operation of elevators in the City of Boston.

In addition, the department administers the laws establishing a minor code of safety for buildings, elevators, etc.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$640,539 92	\$690,685 36	\$679,300 00	\$699,653 00	\$684,500 00	
2—Contractual Services . . .	18,448 01	16,553 50	20,000 00	43,450 00	43,100 00	
3—Supplies & Materials . . .	11,277 42	7,459 02	8,000 00	7,850 00	7,750 00	
4—Current Charges & Oblig's . . .	75 00	99 50	100 00	150 00	100 00	
5—Equipment	127 70	150 43	150 00	1,150 00	150 00	
TOTALS	\$670,468 05	\$714,947 81	\$707,550 00	\$752,253 00	\$735,600 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$367,300 00

C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Maintains reports and statistics, and processes complaints.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
30	\$160,950 00	\$26,375 00	\$3,650 00	\$100 00	\$150 00	\$191,225 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Building Commissioner, Deputy Building Commissioner, Executive Secretary, Assistant Executive Secretary, Senior Legal Assistant, Legal Assistant, Principal Clerk.

General Services: 2 Head Administrative Clerks, 2 Head Clerks, Head Cashier, Head Statistical Clerk, Supervisor of Street Numbering, Street Numbering Inspector, Senior Cashier, 14 Clerical Employees.

(Overtime for work indexing, cataloging, or recording of applications, permits, and other records, \$5,950.00.

Contractual Services: Servicing of office equipment, \$250.00; carfares, \$175.00; professional services and recording of hearings, \$250.00; telephone service, \$100.00; demolition of unsafe buildings, \$25,000.00; map revisions, \$300.00; printing and binding, \$300.00.

Supplies and Materials: Postage, cards, forms, stationery, \$3,500.00; flashlights, bulbs, batteries, and wrapping paper, \$150.00.

Current Charges and Obligations: Dues and subscriptions, \$50.00; premiums on surety bonds, \$50.00.

Equipment: Library books, \$150.00.

Building Department — Continued

2. ISSUANCE OF PERMITS AND LICENSES

Receives applications and issues licenses for the keeping and storage of inflammables; grants permits for maintenance of public and private garages; and licenses, supervises, and inspects public parking areas. During the year 664 licenses and permits were issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$14,000 00	\$180 00	\$150 00	\$14,330 00

Personal Services: Chief Permit Supervisor, Principal Clerk, Investigator.

Contractual Services: Carfare, \$100.00; telephone service, \$80.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$150.00.

3. PLAN EXAMINATIONS AND TECHNICAL INVESTIGATION

Examines and checks all plans for the erection, alteration, and extension of buildings. During the past year 1,550 plans for building construction or alterations were checked. The division also interprets the zoning law, examines all plans and applications for conformance with zoning law, and revises the zoning maps. During the year 1,875 plans and applications were acted upon.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
9	\$55,500 00	\$240 00	\$100 00	\$55,840 00

Personal Services: Principal Structural Engineer, Technical Assistant, 4 Senior Construction Engineers, Zoning Administrator, 2 Building Plan Examiners.

Contractual Services: Telephone, \$65.00; carfares, \$175.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$100.00.

4. CONSTRUCTION AND SAFETY EXAMINATIONS

Inspects all buildings in the process of erection or alteration for complete compliance with plans filed. Corrections necessary are reported, and any violations of building or zoning laws are noted and followed up. During the past year 37,555 inspections were made. The egress inspectors examine all buildings, including halls, places of assembly, apartment buildings, etc., as to proper and sufficient means of egress. During the year 30,350 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
35	\$195,300 00	\$6,330 00	\$2,000 00	\$203,630 00

Personal Services: Performance under this program is divided among the following sections:

Construction and Safety Section: Head of Construction and Safety, 2 Chief Building Inspectors, 21 Building Inspectors, Building Construction Repair Inspector.

Egress Section: Chief Egress Inspector, 2 Senior Egress Inspectors, 1 Egress Inspector, 6 Zoning-Egress Inspectors.

Temporary Employees: For code enforcement, \$25,000.00.

Overtime: Inspections on special occasions such as New Year's Eve in places of assembly, \$300.00.

Contractual Services: Carfares, \$6,250 00; telephone, \$80.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

5. MECHANICAL INSPECTIONS

Inspects all sprinkler and standpipe installations, alterations, repairs, or replacements, and passes on the requirements for sprinklers in buildings. During the year 6,067 inspections and tests were made.

Inspects all plumbing installations, repairs, and replacements, reviews the layout for plumbing systems in large buildings, and passes on the use of various types of plumbing fixtures and appliances in the city. During the year 8,567 inspections and tests were made.

Inspects all gasfitting installations, repairs, and replacements; investigates all accidents due to use of gas and passes on approval for use in Boston of various gas-consuming fixtures and appliances. During the year 17,982 inspections and tests were made.

Inspects all elevator and dumb-waiter installations, alterations, and repairs, and supervises an annual test of elevators as required by law. Tests and certifies all applicants for licenses to operate freight and passenger elevators and investigates and reports on all accidents in connection with use of elevators. During the past year 8,932 inspections and tests were made and 5,262 licenses issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
29	\$135,750 00	\$5,425 00	\$350 00	\$141,525 00

Personal Services: Performance under this program is divided among the following sections:

Sprinkler Inspection Section: Head of Mechanical Inspection, Chief Sprinkler Inspector, 3 Inspectors.

Plumbing Inspection: Chief Plumbing Inspector, 7 Inspectors.

Gas Fitting Inspection: Chief Gas Fitting Inspector, 7 Inspectors.

Elevator Inspection: Chief Elevator Inspector, 7 Elevator Inspectors.

Overtime: The preparation of examinations by the Secretary of the Board of Examiners of Gas Fitters, \$250.00.

Contractual Services: Carfares, \$5,300.00; telephone, \$125.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$250.00; flashlights and batteries, \$100.00.

6. ELECTRICAL INSPECTIONS

Inspects all installations of wiring systems for light, heat, and power, and passes on the use of electrical appliances. During the past year 37,458 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
23	\$123,000 00	\$4,550 00	\$1,500 00	\$129,050 00

Personal Services: Superintendent of Electrical Inspection, Chief Electrical Inspector, 21 Inspectors.

Contractual Services: Carfares, \$4,500.00; telephone, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services .	30	\$160,950 00	\$26,375 00	\$3,650 00	\$100 00	\$150 00	\$191,225 00
Issuance of Permits and Licenses .	3	14,000 00	180 00	150 00	—	—	14,330 00
Plan Examinations and Technical In- vestigations .	9	55,500 00	240 00	100 00	—	—	55,840 00
Construction and Safety Examinations	35	195,300 00	6,330 00	2,000 00	—	—	203,630 00
Mechanical Inspections .	29	135,750 00	5,425 00	350 00	—	—	141,525 00
Electrical Inspections .	23	123,000 00	4,550 00	1,500 00	—	—	129,050 00
TOTALS .	129	\$684,500 00	\$43,100 00	\$7,750 00	\$100 00	\$150 00	\$735,600 00

BOARD OF APPEAL, BUILDING DEPARTMENT

1-02-32

The Board of Appeal is empowered to review the decisions of the Building Commissioner with respect to the building and zoning laws administered by him. Applications for review are received, hearings are held, a detailed record is kept of the proceedings, and the decisions of the Board are recorded in writing.

During the past year 228 appeals were received; 27 were sustained, 160 were sustained with provisos, 37 were dismissed, 8 are pending, 140 hearings were held.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$28,810 24	\$30,218 46	\$31,111 00	\$30,907 00	\$30,907 00	
2—Contractual Services . .	1,101 85	903 68	1,100 00	1,700 00	1,200 00	
3—Supplies & Materials . .	428 00	468 63	430 00	500 00	430 00	
5—Equipment	—	—	—	730 00	—	
TOTALS	\$30,340 09	\$31,590 77	\$32,641 00	\$33,837 00	\$32,537 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961	<u>\$4,600 00</u>
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C — PROGRAM

1. REVIEW OF APPEALS REGARDING BUILDING AND ZONING LAWS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
8	\$30,907 00	\$1,200 00	\$430 00	\$32,537 00

Personal Services: 5 Members, Head Clerk, and 2 Clerical Employees.

Contractual Services: Advertising public hearings in newspapers, \$1,200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$430.00.

BOARD OF EXAMINERS, BUILDING DEPARTMENT

1-02-33

The Board of Examiners is responsible for the examination of persons who desire to act as superintendents of work of erection, alteration, moving, shoring, and taking down buildings and structures. Licenses are issued to those qualified.

During the past year 207 persons were examined. Total licenses now outstanding: total, 2,322; renewals, 2,060, reissues, 127, new licensees, 135.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$8,923 92	\$9,080 52	\$9,238 00	\$9,238 00	\$9,238 00	
—Supplies & Materials . .	142 12	460 38	300 00	300 00	300 00	
—Current Charges & Oblig's	5 00	10 00	10 00	10 00	10 00	
TOTALS	\$9,071 04	\$9,550 90	\$9,548 00	\$9,548 00	\$9,548 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961	\$8,500 00
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C — PROGRAM

1. REGULATION OF BUILDERS' LICENSES

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
4	\$9,238 00	\$300 00	\$10 00	\$9,548 00

Personal Services: Chairman, 2 Members, Principal Clerk.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

Current Charges and Obligations: Premium on surety bond, \$10.00.

BEACON HILL ARCHITECTURAL COMMISSION

1-02-34

The Commission was established by the General Court of the Commonwealth to "promote the educational, cultural, economic and general welfare of the public through the preservation of the historic Beacon Hill District, and to maintain said district as a landmark in the history of architecture and as a tangible reminder of old Boston as it existed in the early days of the Commonwealth."

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Beacon Hill Architectural Commission	\$1,049 86	\$1,009 03	\$1,400 00	\$1,500 00	\$1,400 00	

CIVIL DEFENSE ACTIVITIES

1-02-41

The Civil Defense activities consist of the preparation for carrying out all emergency functions, except those for which military forces other than the National Guard are primarily responsible, for the purpose of minimizing and repairing damage resulting from disasters caused by attack or other hostile action or by natural causes.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$51,865 90	\$55,939 48	\$55,180 00	\$63,379 00	\$62,252 00	
2—Contractual Services . .	14,501 22	15,030 98	15,000 00	15,892 00	15,392 00	
3—Supplies & Materials . .	1,167 51	1,123 29	1,140 00	1,570 00	1,570 00	
4—Current Charges & Oblig's	148 75	254 78	200 00	300 00	300 00	
5—Equipment	—	—	—	182 00	182 00	
TOTALS	\$67,683 38	\$72,348 53	\$71,520 00	\$81,323 00	\$79,696 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. PLANNING THE MOBILIZATION OF COMMUNITY RESOURCES FOR EMERGENCIES

General supervision and direction of departmental activities. Provides clerical and stenographic services. Responsible for Civil Defense planning, survey, enrollment, and control center activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$62,252 00	\$15,392 00	\$1,570 00	\$300 00	\$182 00	\$79,696 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Secretary.

General Services Section: 1 Senior Account Clerk.

Operation Section: Deputy Director, 7 Assistant Directors.

Overtime: \$1,000.00.

Contractual Services: Telephone service, \$8,958.00; electricity for sirens, \$1,476.00; maintenance of air warning equipment, \$3,318.00; transportation expenses to attend meetings and test exercises at the control centers, \$840.00; printing of instructions, \$150.00; repairs to equipment, \$650.00.

Supplies and Materials: Gas, tires, and parts, \$620.00; postage, forms, cards, and stationery, \$800.00; miscellaneous supplies and materials, \$150.00.

Current Charges and Obligations: Registration of automobiles and trucks, \$100.00; rental of water cooler, \$100.00; dues, Civil Defense Council, etc., \$100.00.

Equipment: Time stamp, \$182.00.

BOSTON TRAFFIC DEPARTMENT

1-02-51

The Boston Traffic Department establishes rules and regulations for the control of vehicular street traffic in Boston and is responsible for the erection, repair, and maintenance of traffic signs, signals, parking meters, and other mechanical traffic control devices.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$518,162 92	\$527,230 56	\$528,950 00	\$592,344 00	\$573,650 00	
—Contractual Services . .	147,781 11	166,587 84	155,150 00	203,285 00	166,510 00	
—Supplies & Materials . .	84,587 31	74,470 05	60,920 00	101,715 00	63,475 00	
—Current Charges & Oblig's	806 50	950 58	1,900 00	1,000 00	1,000 00	
—Equipment	16,073 33	29,923 29	16,000 00	78,926 00	4,190 00	
TOTALS	\$767,411 17	\$799,162 32	\$762,920 00	\$977,270 00	\$808,825 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961	<u>\$450,000 00</u>
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C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services; repairs reports and maintains the vehicular traffic code; performs cleaning and custodial work in the department building and garage, totaling 26,500 square feet.

Responsible for the operation and maintenance of all motor vehicles. The vehicles include 21 trucks, 19 passenger cars, and 3 line-marking machines.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
27	\$129,500 00	\$17,760 00	\$14,805 00	\$550 00	\$162,615 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Chief Engineer, Deputy Commissioner and Secretary.

General Services Section: Head Administrative Clerk, 6 Clerical Employees, Motor Equipment Operator.

Building Maintenance Section: Building Maintenance Man, Traffic Sign Maintenance Man, Senior Building Maintenance Mechanic.

Motor Equipment Maintenance Section: 3 Repairmen.

Motor Pool: 10 Motor Equipment Operators and Laborers.

Overtime Motor Pool: \$500.00.

Contractual Services: Telephone service, \$1,100.00; electricity for plant, \$3,500.00; gas for heating, \$200.00; carpentry, \$200.00; electrical repairs, \$200.00; repairs and maintenance of boilers, \$1,000.00; building repairs, \$300.00; A.D.T. burglar alarm system, \$1,000.00; repairs to 30 vehicles in fleet, \$4,500.00; servicing of office equipment, \$250.00; travel expenses to National Safety Council, \$250.00; advertising and posting of amendments to traffic rules, \$3,000.00; window cleaning service, \$400.00; towel service, \$360.00; printing traffic rules and regulations reports, \$200.00; repairs to tools, \$300.00; servicing of elevator, \$500.00; painting and plastering offices, \$500.00.

Supplies and Materials: Gasoline, oil, grease, \$5,300.00; tire tubes, motor accessories, \$3,300.00; laundry, cleaning, custodial supplies and materials, \$400.00; fuel oil, \$3,100.00; first aid supplies, \$5.00; postage, cards, forms, and stationery, \$1,900.00; garage tools, \$100.00; miscellaneous supplies and materials, \$400.00.

Current Charges and Obligations: Taxes, motor vehicle registration, \$200.00; dues and subscriptions, \$225.00; rentals, \$75.00; insurance and bonding, \$50.00.

2. TRAFFIC PLANNING AND ENGINEERING

Responsible for the making of traffic engineering studies and surveys to discover major and minor measures for the relief of vehicular traffic congestion; making technical studies, including intersection counts to determine need for and timing of traffic signals and location of pavement painting; making parking surveys to provide for more equitable distribution of street parking opportunities.

Average annual statistics are as follows: 130 traffic engineering studies, 40 street parking surveys, 170 intersection vehicular volume counts, 150 other technical studies, 900 complaints and suggestions investigated.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
20	\$100,500 00	\$2,650 00	\$600 00	\$100 00	\$103,850 00

Boston Traffic Department — Continued

Personal Services: Associate Traffic Engineer, Principal Traffic Engineer, Senior Electrical Engineer, 2 Senior Traffic Engineers, Junior Civil Engineer, Senior Civil Engineer (Draftsman), Chief Traffic Investigator, 7 Senior Traffic Investigators, 5 Traffic Investigators. Overtime for Traffic Engineers and Investigators, \$500.00.

Contractual Services: Telephone service, \$600.00; carfares and mileage, \$1,950.00; photographing and blueprinting, \$100.00.

Supplies and Materials: Traffic engineering forms, \$200.00; drafting supplies, \$400.00.

Current Charges and Obligations: Membership in the Institute of Traffic Engineers, \$80.00; dues and subscriptions, \$20.00.

3. TRAFFIC SIGN INSTALLATION AND MAINTENANCE

Prepares, installs, and maintains visual mechanical control devices designed to guide and control moving and standing vehicles and pedestrians on 750 miles of public streets and 202 bridges; maintains all pavement markings and curb painting and supervises roping of streets for parades. Traffic signs are prepared by Paint Shop personnel.

Average annual statistics for the section are as follows: 36,000 traffic signs maintained, 1,500 new signs painted and erected, 2,500 signs reconditioned, 300 miles of roadway safety lines painted, and 1,242 loading zones painted and maintained on curbs, involving 42,000 linear feet of painting.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
19	\$88,000 00	\$65,300 00	\$36,060 00	\$189,360 00

Personal Services: Traffic Sign Supervisor, Traffic Sign Foreman, Principal Clerk, 3 Painters, 4 Heavy Motor Equipment Operators, Working Foreman Traffic Sign Maintenance Man, 8 Traffic Sign Maintenance Men. Overtime: Painting of loading zones and the installation of traffic signs in the downtown area requires that the work be done on Sundays, \$2,000.00.

Contractual Services: Telephone service, \$500.00; repair of machinery and tools, \$600.00; roping of streets for parades, \$4,000.00; carfares, \$200.00; painting of crosswalks, center lines, etc., \$60,000.00.

Supplies and Materials: Chemical cleaners for traffic sign plates, \$600.00; traffic sign shop forms, \$50.00; building materials and supplies, \$4,800.00; traffic sign blanks, paints, scotchlite, \$28,000.00; general operating supplies, \$800.00; repair parts for spray guns, air compressor, and marking machine, \$1,255.00; tools, \$500.00; wearing apparel, \$50.00; first aid supplies, \$5.00.

4. ELECTRIC TRAFFIC SIGNAL INSTALLATION AND MAINTENANCE

Installs and maintains electric traffic control devices designed to guide and control the moving vehicles and pedestrians that use the public streets. The signals maintained include 226 sets of pretimed traffic signals, 1 set of traffic actuated signals, 102 sets of pedestrian signals, 58 warning flashers, and 4 sets of bridge signals (manuals).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
21	\$93,000 00	\$72,600 00	\$10,955 00	\$4,190 00	\$180,745 00

Personal Services: Assistant Electrical Engineer, Traffic Sign Maintenance Man, Assistant Traffic Signal Supervisor, Chief Traffic Signal Inspector, 4 Traffic Signal Inspectors, Principal Clerk and Typist, 2 Electrical Equipment Repairmen, 2 Working Foremen Traffic Signal Repairmen, 8 Traffic Signal Repairmen.

Contractual Services: Telephone service, \$900.00; electricity for traffic signals, \$64,500.00; repairs to machinery and tools, \$300.00; carfare and mileage, \$1,200.00; relocation of traffic signal posts, \$700.00; sandblast and paint signal posts, \$5,000.00.

Supplies and Materials: Cleaning materials, \$200.00; miscellaneous hardware, \$300.00; traffic signal supplies, \$8,650.00; electric conduit, ground clamps, electrical supplies and tools, \$1,600.00; first aid supplies, \$5.00; record forms, \$100.00; wearing apparel, \$100.00.

Equipment: Signal equipment, \$3,890.00; miscellaneous equipment, \$300.00.

5. PARKING METER MAINTENANCE AND COLLECTIONS

Responsible for the maintenance and general surveillance of parking meter installations; paints and maintains parking meter lines and overhauls parking meter mechanisms. Collections are made from receptacles, and are deposited with the First National Bank for counting and recording.

Average annual statistics are as follows: 8,220 parking meters maintained, 410,000 individual meter collections at rate of 50 collections per year per meter, and \$453,365.00 collected in meter revenues.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
34	\$142,650 00	\$7,450 00	\$1,005 00	\$350 00	\$151,455 00

Personal Services: Parking Meter Supervisor, Senior Parking Meter Collector, Principal Account Clerk, 6 Parking Meter Collectors, 3 Motor Equipment Operators, Parking Meter Maintenance Foreman, 12 Parking Meter Maintenance Men, Head Parking Meter Repair and Maintenance Man, 2 Parking Meter Clock Repairmen, 5 Parking Meter Repairmen, Laborer.

Temporary Employees: Vacation supply, \$1,650.00. Overtime, \$1,000.00.

Contractual Services: Telephone service, \$1,050.00; servicing of office machines and tools, \$100.00; carfares, \$800.00; periodic investigations by Pinkerton, \$1,500.00; accounting of receipts, \$4,000.00.

Supplies and Materials: Household supplies, \$300.00; forms and stationery, \$100.00; first aid supplies, \$5.00; wearing apparel, \$100.00; parking meter tools, \$500.00.

Current Charges and Obligations: Premium on surety bonds, \$350.00.

6. TRAFFIC SAFETY EDUCATION

Develops a program for pedestrian and vehicular safety through public addresses, demonstrations, participation in conference groups, the use of radio, motion pictures, the press, photographs, store window displays. A program of making radar surveys of motor vehicle speeds has been initiated to provide information for use in driver safety education. This division participates in the city's driver training school and in driver training in the Boston public schools -- maintains record of accidents and periodical analysis of accidents.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
4	\$20,000 00	\$750 00	\$50 00	\$20,800 00

Personal Services: Assistant Director of Traffic Safety Education, Senior Traffic Investigator, 2 Clerical Employees.

Contractual Services: Telephone service, \$350.00; servicing of office equipment, \$200.00; mileage, \$100.00; printing, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$50.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration and General Services .	27	\$129,500 00	\$17,760 00	\$14,805 00	\$550 00	—	\$162,615 00
2. Traffic Planning and Engineering .	20	100,500 00	2,650 00	600 00	100 00	—	103,850 00
3. Traffic Sign Installations and Maintenance .	19	88,000 00	65,300 00	36,060 00	—	—	189,360 00
4. Electric Traffic Signal Installation and Maintenance .	21	93,000 00	72,600 00	10,955 00	—	\$4,190 00	180,745 00
5. Parking Meter Maintenance and Collections .	34	142,650 00	7,450 00	1,005 00	350 00	—	151,455 00
6. Traffic Safety Education	4	20,000 00	750 00	50 00	—	—	20,800 00
TOTALS	125	\$573,650 00	\$166,510 00	\$63,475 00	\$1,000 00	\$4,190 00	\$808,825 00

LICENSING BOARD

1-02-52

The Licensing Board is under the control and operation of three Commissioners who are appointees of the Governor. They have authority to grant licenses for the sale of liquors and various miscellaneous licenses, and to hold hearings, upon presentation of evidence by the Police Department, relative to violations of the terms of licenses granted by the Board.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$96,147 00	\$94,704 99	\$93,564 00	\$95,924 00	\$93,729 00	
2—Contractual Services . . .	8,934 00	8,385 01	8,500 00	8,854 00	8,854 00	
3—Supplies & Materials . . .	5,545 00	6,057 22	6,115 00	6,115 00	6,115 00	
4—Current Charges & Oblig's	12,737 00	12,552 96	12,829 00	13,524 00	13,524 00	
5—Equipment	3,927 00	1,684 12	275 00	275 00	275 00	
TOTALS	\$127,290 00	\$123,384 30	\$121,283 00	\$124,692 00	\$122,497 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$1,710,000 00

C—PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the supervision and direction of the staff based on policies approved by the Licensing Board; conduct of hearings on applications for miscellaneous types of licenses; hearing evidence presented by the Boston Police Department on violations of regulations. Hearings are held on 500 alcoholic beverages license cases, and 175 hearings on miscellaneous licenses.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$49,399 00	\$1,752 00	\$1,220 00	\$13,350 00	\$65,721 00

Personal Services: Chairman, 2 Commissioners, Executive Secretary, Executive Assistant, 3 Clerical Employees. Overtime: To process applications and issue licenses before New Year, \$100.00.

Contractual Services: Telephone service, \$465.00; electricity, \$135.00; servicing of office equipment, \$40.00; transportation of persons, \$500.00; witness fees, \$300.00; printing and binding, \$75.00; news clipping service, \$150.00; towel service, \$87.00.

Supplies and Materials: Towels, soaps, germicide, electric bulbs, \$20.00; postage, forms, cards, and stationery, \$1,200.00.

Current Charges and Obligations: Rental of office space, \$13,350.00.

2. ISSUANCE OF LIQUOR AND MISCELLANEOUS LICENSES

Processes applications and issues licenses. In 1960, there were 10,000 applications filed, 9,730 granted, 180 rejected, and 90 withdrawn. An average of 2,395 licenses were issued for innholder and common victualler; 2,070 licenses for lodging houses; 1,200 licenses for entertainment as required by Chapter 299, Acts of 1926; 535 licenses for automatic amusement devices. The remainder were miscellaneous licenses of 9 various classes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$44,330 00	\$7,102 00	\$4,895 00	\$174 00	\$275 00	\$56,776 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, Assistant Head Clerk, and 5 Clerical Employees. Temporary employees for emergencies, \$430.00.

Overtime: To process applications and issue licenses before the New Year, \$900.00.

Contractual Services: Telephone service, \$1,862.00; electricity, \$540.00; servicing of office equipment, \$150.00; mailing and letter service, \$50.00; stenotypist under contract, \$4,500.00.

Supplies and Materials: Custodial supplies, \$80.00; postage, forms, cards, and stationery, \$4,800.00; wrapping paper, \$15.00.

Current Charges and Obligations: Rental of water cooler, \$174.00.

Equipment: Library books, \$275.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	8	\$49,399 00	\$1,752 00	\$1,220 00	\$13,350 00	—	\$65,721 00
2. Issuance of Liquor and Misc. Licenses . . .	9	44,330 00	7,102 00	4,895 00	174 00	\$275 00	56,776 00
TOTALS	17	\$93,729 00	\$8,854 00	\$6,115 00	\$13,524 00	\$275 00	\$122,497 00

PUBLIC WORKS DEPARTMENT

1-03-00

The department's activities are carried on by 8 divisional units; a summary of the unit appropriations in the City Maintenance Budget is given below:

The Public Works Department was created in 1911 under the provisions of Chapter 486, Acts of 1909, through the consolidation of the existing Street, Water and Engineering Departments. The department is in charge of a Commissioner who is required by City Ordinance to be a civil engineer. The department now operates through its Central Office, and five (5) major divisions each in charge of a Division Engineer. These divisions carry out the major programs of the department; namely, the maintenance and construction of highways, street-lighting, snow removal, sewerage construction and maintenance, water construction and maintenance, sanitation, street cleaning, removal of refuse and garbage. All engineering in connection with foregoing programs is performed by the Engineering Division. The Central Office performs general administrative functions, including personnel management, payrolls, cost accounting, purchasing, inventory control, property and equipment maintenance.

A — BUDGET SUMMARY

Group	1958		1959		1960		1961 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
Personal Services	\$5,209,269	71	\$5,341,016	23	\$5,506,192	00	\$4,792,149 00	\$4,791,757 00	
Contractual Services	4,523,334	50	4,449,386	63	4,061,664	00	4,582,527 00	4,553,797 00	
Supplies and Materials	352,966	51	324,394	78	358,744	00	429,269 00	378,125 00	
Current Charges & Oblig's	13,798	01	13,352	42	13,918	00	3,588 00	3,588 00	
Equipment	33,490	55	82,682	30	133,400	00	198,408 00	8,255 00	
Structures and Improvements	416,151	31	305,704	23	125,000	00	511,350 00	501,350 00	
Land and Non-Structural Improvements to Land	—		—		—		5,000 00	5,000 00	
TOTALS	\$10,549,010	59	\$10,516,536	59	\$10,198,918	00	\$10,522,291 00	\$10,241,872 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$252,938 00

C — PROGRAMS

I. CENTRAL OFFICE

The Central Office is composed of three sections: (a) General Service Section which was established on March 16, 1960, when the functions of the various divisions of the Public Works Department were rearranged, is intended to bring about more efficient control by the concentration of key responsibilities under one division. It is responsible for personnel and payroll management; procurement of supplies, maintenance of inventories, preparation of annual budget, preparation of statistical reports and serves as the office of record for the department. (b) Maintenance Section, responsible for the care, control and maintenance of all property and department-owned vehicles, maintenance of all real property and related facilities of the department. (c) Permit Section, established on March 16, 1960, issues all permits to open, occupy and obstruct portions of the streets, also permits for Water and Sewer projects.

Personal Services	Contractual	Supplies	Current	Structures	Total
No. Amount	Services	Materials	Charges	Improvements	
139 \$634,665 00	\$98,775 00	\$185,219 00	\$1,240 00	\$30,750 00	\$950,649 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Branch: Commissioner, Executive Secretary, Head Administrative Clerk, Senior Personnel Officer, Personnel Officer, Supervisor of Contracts, Head Clerk, Principal Clerk and Secretary, Principal Clerk, 4 Principal Account Clerks.

Public Improvement Commission: Assistant Executive Secretary, Principal Clerk and Stenographer, Senior Clerk and Stenographer.

Permit Branch: Principal Civil Engineer, Assistant Permit Superintendent, Chief Encroachment Investigator, Senior Encroachment Investigator, 7 Encroachment Investigators, Principal Account Clerk, 2 Clerical Employees, Cashier, Constable.

Maintenance Branch: Director of Transportation, Superintendent of Automotive Maintenance, Superintendent of Mechanics and Crafts, Motor Equipment Repairman Inspector, Driver Training Inspector, General Foreman of Mechanics and Crafts, 2 Principal Storekeepers, Carpenter Foreman, Blacksmith Foreman, 3 Motor Equipment Repairman Foremen, Mobile Guard Superintendent, Senior Storekeeper, Principal Account Clerk, 5 Garage Foremen, 3 Working Foremen, Heavy Trailer Truck and Wrecker Operator, 2 Machine Maintenance Repairmen, 17 Motor Equipment Repairmen, 10 Mechanics, Painter, 2 Sign Painters, Maintenance Mechanic (Painter), 3 Sergeant Mobile Guards, Sheet Metal Worker, Bricklayer, 2 Heavy Motor Equipment Operators and Laborers, 3 Motor Equipment Maintenance Men, Storekeeper, Senior Clerk and Typist, Senior Clerk and Stenographer, 4 Motor Equipment Operators and Laborers, 12 Garage Attendants, 6 Blacksmith Helpers, 1 Sheet Metal Work Helper, 7 Mobile Guards, 2 Laborers, 4 Laborer-Watchmen. Overtime, \$3,168.00.

Contractual Services: Telephone, \$4,700.00; Electricity, \$10,600.00; repairs: electrical, \$1,000.00; plumbing and heating, \$1,000.00; overhead doors, \$1,000.00; roofing, \$2,000.00; windows and doors at garages, \$2,000.00; repairs and servicing, automotive equipment, \$40,000.00; radiators, \$2,000.00; clutch repairs, \$3,500.00; springs, \$3,500.00; oil burners, \$3,000.00; compressors, \$3,000.00; refill main broom cores or sweepers, \$14,000.00; radios, \$2,000.00; miscellaneous, \$1,240.00; transportation convention, \$150.00; carfares, employees, \$50.00; Commission, (P.I.C.) travel, \$200.00; printing and binding, \$500.00; duplicating services, \$500.00; cleaning, coveralls, \$750.00; freight and expenses \$500.00; professional and technical services, \$1,000.00; miscellaneous, \$585.00.

Supplies and Materials: Gasoline, \$68,399.00; tires and tubes, \$19,556.00, repair parts for Fords, \$9,904.00; sweeper parts, \$31,085.00; front end loader parts, \$3,850.00; Michigan Shovels, \$2,785.00; batteries, \$2,000.00; parts for chassis, \$2,800.00; spark plugs, \$1,200.00; anti freeze \$1,600.00; miscellaneous, \$1,821.00; heating supplies, \$12,910.00; household and custodial supplies, \$2,780.00; medical supplies, \$150.00; postage, \$1,000.00; forms, office stationery, \$12,402.00; building supplies, \$5,784.00; fire fighting supplies, \$159.00; general operating \$2,050.00; repair parts, non-automotive, \$400.00; tools and instruments, \$1,484.00; coveralls and overalls, \$900.00; welders gloves, eye protectors, rubber boots, \$200.00.

Current Charges and Obligations: Motor vehicle registration, \$900.00; transfers, \$37.50, repair plates, \$12.50; replacement plates, \$30.00; surety bond, premium, \$10.00; rental, Gibson Street Yard, \$150.00; dues and subscription, \$100.00.

Structures and Improvements:

Buildings and Improvements:

Construction new garage, District 9, East Boston	\$25,500 00
Install garage doors, District 5, Dorchester	1,500 00
	<hr/>
	\$27,000 00

Other Structures and Improvements:

Resurfacing, fencing and building renovations	\$3,750 00
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2. ENGINEERING DIVISION

The Engineering Division is responsible for all surveying, engineering design, planning and estimating projects of the department. It also performs engineering services for the Public Improvement Commission and other city departments as required by City Ordinances. The work of this division includes every activity of an engineering nature in the department except engineering supervision of the various construction programs and maintenance activities relating to other department programs.

Personal Services		Contractual	Supplies	Equipment	Total
No.	Amount	Services	Materials		
53	\$74,333 00	\$3,700 00	\$4,785 00	\$765 00	\$83,583 00

Personal Services: Performance under this program is divided among the following divisions and sections:

Division Engineer, 3 Associate Civil Engineers, 2 Principal Civil Engineers, 2 Senior Civil Engineers, 13 Assistant Civil Engineers, Head Clerk, Photographer, 12 Junior Civil Engineers, Head Photostat Operator, 2 Photostat Operators, 1 Principal Clerk and Stenographer, 11 Senior Engineering Aides, 3 Junior Engineer Aides.

Contractual Services: Repair and servicing office machines, \$550.00; transportation, \$2,500.00; printing contract books, \$650.00.

Supplies and Materials: Mimeograph paper, \$300.00; stencils, \$86.00; correction fluid, \$12.00; survey books, \$200.00; photostat, photograph and developing supplies, \$4,187.00.

Equipment: Drafting tables and accessories, \$765.00.

3. HIGHWAY DIVISION

The Highway maintenance program is carried on through 10 district yards and consists of street cleaning, snow removal and temporary and minor repairs to roadways, sidewalks and various highway appurtenances. The Highway general repair program is combined with the water service roadways excavation repair program, and both conducted as a single activity in the charge of the Highway Division. Snow removal, which costs approximately \$500,000 per year, is also a Highway Division responsibility with other divisions assisting as required. The operation of 8 drawbridges together with the maintenance of many minor bridges, completes this Highway maintenance program. The highway construction portion of this program, including bridge construction costing 3 to 4 million dollars, is financed as part of the City's capital improvement loan program.

Personal Services	Contractual	Supplies	Current	Equipment	Structures	Total
No.	Amount	Services	Charges		Improvements	
660	\$2,490,128 00	\$2,037,505 00	\$58,955 00	\$452 00	\$3,480 00	\$264,600 00
						\$4,855,120 00

Personal Services: Performance under this program is divided among the following sections:

Highway Section: Division Engineer, Assistant Division Engineer, Principal Civil Engineer, Superintendent of Highway Construction, Superintendent of Highway Maintenance, Assistant Superintendent of Highway Maintenance, Head Administrative Clerk, Head Clerk, 9 Highway District Foremen, 5 District Supervisors of Street Cleaning and Waste Collection, 2 District Foremen of Street Cleaning and Waste Collection, 27 Highway Construction Inspectors, 17 Street Cleaning and Waste Collection Inspectors, 2 Principal Clerks and Stenographers, 2 Bulldozer Operators, Working Foreman Heavy Motor Equipment Operator, 2 Catch Basin Machine Operators, Blacksmith, 53 Heavy Motor Equipment Operators and Laborers, Painter, Motor Equipment Maintenance Man, 24 Pavers, 2 Yardmen, 89 Motor Equipment Operators and Laborers, 2 Clerical Employees, Gardening Laborer, 236 Laborers, 4 Laborer-Watchmen, Principal Electrical Engineer, Electrician Operator, Street Lighting Inspector.

Bridge Section: 2 Senior Civil Engineers, Assignment Supervisor of Drawtenders, Principal Account Clerk, 8 Drawtenders, 3 Working Foremen Carpenters, 10 Carpenters, Machine Maintenance Repairman, Machinist, 3 Painters, 29 First Assistant Drawtenders, 51 Assistant Drawtenders.

Highway Charges to Public Ways Loan: Chief Highway Engineer, Chief Highway Construction Inspector, 9 Assistant Civil Engineers, 3 Junior Civil Engineers, Principal Clerk and Typist, Principal Account Clerk, 22 Highway Construction Inspectors, Maintenance Mechanic (Machinist), 8 Senior Engineer Aids, Paver, Motor Equipment Operator and Laborer, 2 Junior Engineer Aids, 2 Laborers.

Highway Charges to Bridge Loan: Assistant Civil Engineer, Junior Civil Engineer, 2 Bridge Construction Inspectors, Senior Engineering Aid, Overtime, \$25,344.00.

Public Works Department — Continued

Personal Services No.	Contractual Amount	Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land	Total
237	\$1,036,467 00	\$2,261,947 00	\$21,232 00	\$418 00	\$2,830 00	\$56,000 00	\$5,000 00	\$3,383,894 00

Personal Services: Performance under this program is divided among the following sections:

General Section: Division Engineer, 2 Principal Civil Engineers, General Superintendent of Sanitary, Head Clerk, 8 Waste Collection Foremen, Senior Public Relations Representative, Principal Clerk and Secretary, 2 District Foremen of Street Cleaning and Waste Collection, 49 Street Cleaning and Waste Collection Inspectors, 3 Bulldozer Operators, 20 Heavy Motor Equipment Operators and Laborers, 2 Senior Clerks, Senior Clerk and Typist, 23 Motor Equipment Operators and Laborers, Working Foreman Laborer, 52 Laborers (Sanitary, Laborer-Watchmen.

Waste Disposal Incineration: Superintendent of Incinerator, Incinerator Foreman, 3 Incinerator Foremen and Second Class Stationary Engineer, Head Incinerator Maintenance Repairman, 9 Incinerator Crane Operators, Incineration Electrician, Principal Clerk, Incineration Maintenance Repairman, 3 Working Foreman Incinerator Stokers, 2 Cashier and Weigh Clerks, 15 Incinerator Stokers, Bulldozer Operator, Incinerator Traffic Regulator, 2 Incineration Maintenance Men, Laborer-Watchmen, 25 Laborers (Incinerator). Overtime, \$37,240.00.

Contractual Services: Telephone, \$800.00; electric power and light for incineration, \$14,000.00; collection of garbage and waste, \$2,204,347.00; hire of dumps, \$25,200.00; maintenance of electric overhead doors, \$1,000.00; install emergency lights, \$3,000.00; install gratings for stock cages, \$4,000.00; miscellaneous repairs, \$800.00; adjusting scale, \$100.00; servicing office machines, \$190.00; servicing instruments, \$200.00; electrical servicing of cranes, \$3,000.00; water coolers and refrigeration, \$100.00; repairs to feed, fuel and hydraulic pumps, \$250.00; transportation, conventions, \$400.00; professional and technical services, \$2,580.00; exterminating, \$1,680.00; freight and express, \$300.00.

Supplies and Materials: Medical supplies, \$125.00; building supplies, \$1,485.00; paint, \$120.00; miscellaneous hardware, \$1000.00; refills for, extinguishers, \$100.00; general operating supplies, \$3,000.00; electrical supplies, \$360.00; repair parts for valves and pumps, \$100.00; cable and clamps for crane, \$4,873.00; oil and grease for turbine, \$1,675.00; miscellaneous, \$50.00; parts for oil burners, \$1,600.00; repair parts non-automotive, \$2,845.00; tools and instruments, \$1,912.00; wearing apparel, \$1,987.00.

Current Charges and Obligations: Vehicle plates for permittees, \$75.00; dump permits for dumps, \$300.00; dues and subscriptions, \$43.00.

Equipment: Electric heaters, \$240.00; welder rectifier, \$300.00; fire fighting equipment, \$1,785.00; wheelbarrows and laundry baskets, \$505.00.

Structures and Improvements, \$56,000.00.

Buildings and Improvements: Construction, Transfer Station, Gardner Street, \$5,000.00; Construction, Office and Storage Space, \$1,000.00.

Other Structures and Improvements, Conical Incinerator, Calf Pasture, \$50,000.00.

6. CITY HOSPITAL STEAM

In connection with the operation of the incinerator by the Sanitary Division, steam will be furnished to the Boston City Hospital for heat, light and power.

Personal Services No.	Contractual Amount	Services	Supplies Materials	Total
15	\$63,224 00	\$15,720 00	\$74,752 00	\$153,696 00

Personal Services: Incinerator Foreman, 9 Steam Firemen, Incinerator Maintenance Repairman, 2 Incinerator Maintenance Men, 2 Laborers (Incinerator).

Contractual Services: Electricity, \$6,000.00; alteration of piping incinerator plant, \$4,000.00; replacement of valves, boiler room, \$4,000.00; maintenance of oil storage tanks, \$250.00; servicing of instruments, \$100.00; repairs, oil burners, \$200.00; repairs feed, fuel and hydraulic pumps, \$750.00; freight and express charges, \$300.00; exterminating services, \$120.00.

Supplies and Materials: Heating supplies, \$58,900.00; household supplies, \$120.00; plumbing supplies, \$2,340.00; paint, \$350.00; hardware, \$200.00; electrical, \$840.00; packing for valves, \$900.00; cables, \$677.00; oil and grease for turbine, \$1,200.00; welding supplies, \$100.00; oil burner parts, \$700.00; miscellaneous, \$700.00; tools and instruments, \$225.00; iron and steel stock, \$3,000.00; chemicals, \$4,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Contractual Amount	Services	Supplies Materials	Current Charges	Equip- ment	Structures Improve- ments	Land and Nonstruc- tural Im- provements to Land	Total
Central Office	139	\$634,665 00	\$98,775 00	\$185,219 00	\$1,240 00	—	\$30,750 00	—	\$950,649 00
Engineering Division	53	74,333 00	3,700 00	4,785 00	—	\$765 00	—	—	83,583 00
Highway Division	660	2,490,128 00	2,037,505 00	58,955 00	452 00	3,480 00	264,600 00	—	4,855,120 00
Sanitary Division	133	492,940 00	136,150 00	33,182 00	1,478 00	1,180 00	150,000 00	—	814,930 00
Sanitary Division	237	1,036,467 00	2,261,947 00	21,232 00	418 00	2,830 00	56,000 00	\$5,000 00	3,383,894 00
City Hospital (Steam)	15	63,224 00	15,720 00	74,752 00	—	—	—	—	153,696 00
TOTALS	1,237	\$4,791,757 00	\$4,553,797 00	\$378,125 00	\$3,588 00	\$8,255 00	\$501,350 00	\$5,000 00	\$10,241,872 00

HEALTH DEPARTMENT

1-05-00

The Health Department represents a combination of functions relating to the protection and promotion of public health, the recording of vital statistics, and the regulation of weighing and measuring devices. The department consists of three divisions and is in charge of the Health Commissioner.

Title	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Health Division	\$1,842,983 71	\$1,846,731 26	\$1,851,875 00	\$1,954,630 00	\$1,895,168 00	
Registry Division	155,383 66	158,885 58	179,095 00	186,982 00	183,625 00	
Unsafe Buildings, Securing, Removing, etc.	29,253 97	826 15	—	—	—	
Weights and Measures Division	87,348 90	90,433 11	94,012 00	97,166 00	96,660 00	
TOTALS	\$2,114,970 24	\$2,096,876 10	\$2,124,982 00	\$2,238,778 00	\$2,175,453 00	

The amounts tabulated above for the divisions specified are summarized by object of expense as follows:

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$1,708,388 36	\$1,749,565 58	\$1,782,953 00	\$1,846,315 00	\$1,810,000 00	
—Contractual Services . . .	247,261 90	247,778 99	245,275 00	278,489 00	268,385 00	
—Supplies & Materials . . .	88,703 94	88,806 96	90,375 00	91,036 00	90,780 00	
—Current Charges & Oblig's	2,450 39	2,729 89	3,479 00	3,038 00	3,038 00	
—Equipment	3,576 52	4,147 64	2,900 00	3,900 00	3,250 00	
—Structures & Improvements	35,335 16	3,020 89	—	16,000 00	—	
—Special Appropriations . . .	29,253 97	826 15	—	—	—	
TOTALS	\$2,114,970 24	\$2,096,876 10	\$2,124,982 00	\$2,238,778 00	\$2,175,453 00	

In the pages that follow, the detail applicable to each of the three divisions of the department is presented.

HEALTH DIVISION—HEALTH DEPARTMENT

1-05-21

The Health Division of the Health Department is responsible for those activities of the municipal government which are primarily designed to protect or promote the public health. It enforces statutory laws, ordinances, and regulations dealing with public health, and provides direct and indirect services to the population, including disease control, environmental sanitation, and child hygiene. It operates through four sections which contain several bureaus, with functions as described below. The Administrative and General Services Section coordinates the activities of the bureaus under its jurisdiction.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,492,783 34	\$1,525,766 85	\$1,545,680 00	\$1,599,449 00	\$1,567,000 00	
2—Contractual Services . .	233,470 40	234,743 25	224,500 00	257,175 00	247,175 00	
3—Supplies & Materials . .	77,572 32	78,530 64	77,725 00	77,513 00	77,450 00	
4—Current Charges & Oblig's	870 43	889 35	1,570 00	1,093 00	1,093 00	
5—Equipment	2,952 06	3,780 28	2,400 00	3,400 00	2,450 00	
7—Structures & Improvements	35,335 16	3,020 89	—	16,000 00	—	
TOTALS	\$1,842,983 71	\$1,846,731 26	\$1,851,875 00	\$1,954,630 00	\$1,895,168 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961	\$35,615 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the Health Division. Coordinates the fiscal and administrative phases of the division, including preparation of the budget, financial transactions, and management of personnel; and performs all functions necessary to the issuance of 23 separate types of licenses. In 1960, 4,325 licenses were issued. Compiles and maintains complete records on births, deaths, and reportable diseases; issues burial, transportation, and removal permits to funeral directors; and reviews all record forms used by the Health Division. In 1960, there were 13,855 permits issued to funeral directors. Approximately 15,255 births were recorded and 8,965 deaths of Boston citizens were reported. The Health Division provided financial assistance for hospitalization of 154 premature infants at a cost of \$43,978.30. Coordinates health education activities within the Health Division and organizes health programs in schools and the community.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
25	\$133,700 00	\$14,835 00	\$5,050 00	\$893 00	\$1,095 00	\$155,573 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Head Administrative Clerk, Senior Legal Assistant, Principal Clerk-Stenographer.

Bureau of General Services: Director.

Bureau of Administration: Senior Accountant, Senior Cashier, Cashier, Senior Settlement Investigator, 4 Clerical Employees.

Garage and Automotive Service: Ambulance Service Foreman, Garage Foreman, Motor Equipment Operator.

Bureau of Vital Statistics: Chief, Bureau of Vital Statistics, Principal Statistical Machine Operator, 2 Clerical Employees.

Bureau of Health Education: Director of Public Health Education, 3 Public Health Educators, Principal Clerk and Stenographer. Over time: \$1,700.00.

Contractual Services: Telephone service, \$7,360.00; automotive repairs, \$400.00; servicing of office equipment, \$500.00; transportation of persons, \$2,300.00; advertising and posting, \$200.00; cleaning, \$50.00; freight, \$25.00; issuing of burial permits, \$2,700.00; examiner of garbage, \$300.00; printing and binding, \$1,000.00.

Supplies and Materials: Gasoline, grease, and lubricating oils, \$600.00; tires and tubes, \$150.00; postage, \$4,000.00; general operating supplies, \$300.00.

Current Charges and Obligations: Rental of statistical machine, \$735.00; dues and subscriptions, \$118.00; insurance, \$40.00.

Equipment: Library books, \$100.00; time stamp, \$150.00; office equipment, \$845.00.

2. SECTION OF MEDICAL SERVICES

Coordinates the activities of 3 bureaus, Public Health Nursing, Laboratory, and Disease Control, and acts as the liaison with the other 3 sections of the Health Division to permit more effective functions of the various programs. Pro

ides full control for all reportable diseases as required by law. In 1960, there were 4,724 communicable diseases reported, processed, and followed when necessary. The 9 full-time public health physicians listed under the Child Hygiene Bureau also function in this bureau. Carries out a program to detect tuberculosis cases, to commit and/or arrange for treatment and hospitalization, and to follow up known cases in order to protect the health of the patient and the community. There were 421 new cases of tuberculosis discovered, reported, and processed in 1960; 14,255 visits made to clinics by tuberculosis patients; and 28,253 70-mm. films taken on the mobile X-ray unit and 14,138 large X-ray plates at health units and clinics. Performs cultural, microscopic, and serological examinations of specimens submitted by physicians, hospitals, and clinics to assist in establishing diagnosis of diseases and aid epidemiological studies. As an average over the last 5-year period, 8,540 specimens annually were prepared and examined.

Performs a generalized public health nursing service functioning through clinics, day care agencies, parochial schools, and in the home. There were 51,760 home visits for child hygiene purposes, 229 home visits for communicable disease cases, and 13,640 home visits to tuberculosis cases and contacts made by the nurses; 3,139 home visits and 6,018 school interviews with parents; 10,872 school interviews with teachers for the correction of defects in school children were also conducted.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
140	\$620,100 00	\$110,040 00	\$38,025 00	\$735 00	\$768,900 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Medical Service, Principal Hospital and Institutional Inspector and Supervisor, Head Clerk.
Nursing Service: Director of Public Health Nurses, 3 Principal Public Health Nurses, 13 Supervising Public Health Nurses, Public Health Nutritionist, 76 Public Health Nurses, Principal Clerk and Typist, Principal Clerk and Stenographer, 5 Clerical Employees.

Bureau of Disease Control: Chief of Bureau of Disease Control, Public Health Investigator, 4 Principal Clerks and Typists, 1 Principal X-Ray Technician, 2 X-Ray Technicians, 13 Clerical Employees, Senior Physician-Roentgenologist, Chief Examining Physician, Tuberculosis.

Bureau of Diagnostic Laboratories: Head Bacteriologist, Principal Bacteriologist, 2 Senior Bacteriologists, 2 Junior Bacteriologists, 2 Laboratory Assistants, 2 Media Men, 2 Clerical Assistants.

Overtime: Services of employees on Saturdays, Sundays, and holidays in diagnostic laboratory, \$2,100.00.

Contractual Services: Telephone service, \$1,340.00; repairs of equipment, \$1,400.00; transportation of persons, \$9,300.00; care of tuberculosis patients, \$80,000.00; professional services at tuberculosis clinics, \$10,400.00. Consultant, \$1,200.00; cleaning, gown and apron service, \$4,350.00; printing, binding, and ruling, \$500.00; removal of bodies, \$500.00; social service index, \$150.00; ambulance service, \$900.00.

Supplies and Materials: Medical, dental, and hospital supplies, \$26,000.00; postage, forms, cards, and stationery, \$8,000.00; cleaning and custodial supplies, \$900.00; diagnostic and chemical supplies, \$3,125.00.

Equipment: X-ray equipment in health units, \$600.00; office equipment, \$135.00.

3. OPERATION OF LOCAL HEALTH SERVICES

Coordinates the activities of the 2 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

The 9 George Robert White Fund Health Units provide local headquarters in the several communities of Boston for the Health Division and for the various health, welfare, and social agencies, but maintenance is provided entirely by the Health Division.

Operates the 21 decentralized stations of the Health Department bringing the preventive services of the Health Division to the various neighborhoods of the city. In 1960, the public health physicians gave 38,513 inoculations at these 4 clinics and made 12,322 physical examinations. In the local health units exclusive of the well child conferences (figures given above), 9,610 inoculations were given in addition to 1,608 physical examinations, and 4,790 physical examinations given children going to summer camps. In the parochial schools in 1960, the public health physicians gave 4,936 inoculations against diphtheria, tetanus, and poliomyelitis; 13,616 physical examinations were given. There were 781 eye examinations given at the 4 eye clinics. In addition to the above figures, 57,879 Salk polio inoculations were administered.

Provides dental education, preventive and therapeutic dental care to children in 23 clinics located throughout the city. There were 27,914 individuals examined and/or treated at the various dental clinics in 1960, with 49,337 fillings and 6,254 extractions made, and 14,310 given prophylactic treatment. Total visits to the clinics were 100,647.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
89	\$397,100 00	\$107,050 00	\$29,000 00	\$350 00	\$533,500 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Head Clerk.

Maintenance of Health Units: Building Maintenance Supervisor, Assistant Building Supervisor, 21 Junior Building Custodians, Matron.

Bureau of Child Hygiene and Health Units: 14 Public Health Physicians, Physician-Ophthalmologist, 3 Principal Clerk-Stenographers, 4 Clerical Employees.

Bureau of Dental Services: Director of Dental Services, Dental Supervisor, 23 Public Health Dentists, 1 Head Dental Hygienist, 7 Dental Hygienists, Principal Clerk, 5 Dental Assistants, Dental Equipment Repairman, 3 Clerical Employees.

Overtime, \$2,100.00.

Contractual Services: Telephone service, \$1,650.00; light, heat, and power, \$14,000.00; carpentry, electrical plumbing and miscellaneous repairs, \$10,000.00; servicing of equipment, \$800.00; transportation of persons, \$1,400.00; board and care of persons, \$53,000.00; well baby clinics, \$25,000.00; gown and apron service, \$4,000.00; printing, binding and ruling, \$200.00.

Health Division, Health Department — Continued

Supplies and Materials: Fuel oil, \$14,800.00; cleaning and custodial supplies, \$1,900.00; medical, dental, hospital supplies, \$8,000.00; postage forms, cards, and stationery, \$3,200.00; general operating supplies and materials, \$1,100.00.

Equipment: Dental equipment, \$300.00; office equipment, \$50.00.

4. SECTION OF ENVIRONMENTAL SANITATION

Coordinates the activities of the 3 bureaus within the section which provide protective inspections of food supplies, housing, and sanitation, and enforcement of public health laws, and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

Functions to prevent or remove nuisances injurious to the public health, comfort, or convenience and to enforce laws, ordinances, and regulations relating to environmental sanitation. In 1960, there were 76,238 inspections made and 24,549 official calls; 7,091 notices served; 7,234 nuisances were abated; and 408 complaints were referred to other city departments.

Supervises the purity of the food supply from the wholesale outlets and supply centers to the retail markets; including manufacturing establishments and restaurants; and maintains inspection of all animals intended for slaughter in Boston to ensure suitability for use as food. Twenty-one thousand five hundred and fifty-two pounds of meat and poultry were condemned in 1960; 99,037 inspections were made; and 3,085,545 pounds of food condemned. Superintendent of pedlars inspected 19,337 vehicles for licenses.

Performs a generalized sanitation program, including food inspection and housing and sanitation in the various districts of Boston.

Maintains protection of Boston milk and dairy products by supervision of the supply from the farm until purchased by the consumer. In 1960, there were 5,410 licenses or permits issued; 1,764 visits to dairies were made; 10,438 samples of milk and cream collected for analyses, and the lowest coliform count to date was attained.

Performs chemical and biological examinations of food and milk samples submitted for analysis. There were 4,120 chemical analyses and 10,515 bacteriological examinations performed on samples submitted in 1960.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
80	\$416,100 00	\$15,250 00	\$5,375 00	\$200 00	\$270 00	\$437,195 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Environmental Sanitation, Head Clerk.

Bureau of Housing: Chief of Bureau of Housing and Sanitation, Principal Clerk.

Bureau of Food: Chief of Bureau of Food, Superintendent of Pedlars, 11 Environmental Sanitation Inspectors, Principal Clerk and Stenographer.

Bureau of General Sanitation: 2 Principal Environmental Sanitation Inspectors, 4 Senior Environmental Sanitation Inspectors, 47 Environmental Sanitation Inspectors, 2 Clerical Employees.

Bureau of Milk and Chemistry: Chief of Bureau of Milk and Chemistry, 2 Assistant Milk Inspectors, Principal Clerk and Typist, 1 Junior Chemist, 2 Clerical Employees.

Temporary Employees: Code Enforcement Inspectors, \$25,000.00

Overtime, \$1,100.00.

Contractual Services: Telephone service, \$1,650.00; servicing of equipment, \$400.00; transportation of persons, \$10,000.00; cleaning, printing and binding, \$500.00; spray service, \$800.00; cleaning of property, section 125, chapter 111, G.L., \$250.00; constable service, \$1,400.00

Supplies and Materials: Cleaning and custodial supplies, \$100.00; medical, dental, and hospital supplies, \$1,000.00; postage, forms, cards and stationery, \$3,800.00; miscellaneous supplies and materials, \$475.00.

Current Charges and Obligations: Assessment for mosquito control, \$200.00.

Equipment: Office, \$270.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	25	\$133,700 00	\$14,835 00	\$5,050 00	\$893 00	\$1,095 00	\$155,573 00
2. Detection and Control of Communicable Diseases	140	620,100 00	110,040 00	38,025 00	—	735 00	768,900 00
3. Operation of Local Health Services	89	397,100 00	107,050 00	29,000 00	—	350 00	533,500 00
4. Protective Inspections of Food Supplies, Housing, and Sanitation and Enforcement of Public Health Laws	80	416,100 00	15,250 00	5,375 00	200 00	270 00	437,195 00
TOTALS	334	\$1,567,000 00	\$247,175 00	\$77,450 00	\$1,093 00	\$2,450 00	\$1,895,168 00

REGISTRY DIVISION, HEALTH DEPARTMENT

1-05-22

The Registry Division of the Health Department has custody of all birth, marriage, and death records in the City of Boston.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$134,273 11	\$138,969 63	\$149,620 00	\$157,507 00	\$154,000 00	
—Contractual Services . .	12,283 67	11,832 56	19,125 00	19,125 00	19,125 00	
—Supplies & Materials . .	8,543 05	7,772 31	10,000 00	10,000 00	10,000 00	
—Current Charges & Oblig's	90 00	119 00	100 00	100 00	100 00	
—Equipment	193 83	192 08	250 00	250 00	400 00	
TOTALS	\$155,383 66	\$158,885 58	\$179,095 00	\$186,982 00	\$183,625 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$92,586 00

C — PROGRAMS

1. ADMINISTRATIVE

General supervision and direction of division.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$19,000 00	\$115 00	\$500 00	\$35 00	\$200 00	\$19,850 00

Personal Services: City Registrar, Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Convention travel, \$65.00; advertising and posting, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$35.00.

Equipment: Library books, \$50.00; time stamp, \$150.00.

2. MAINTENANCE OF VITAL STATISTICS AND ISSUANCE OF LICENSES, CERTIFIED COPIES, AND ABSTRACTS

Indexes marriages and processes and issues marriage licenses, records, and makes duplicate copies for the Secretary of State and out-of-town residents and enforces the law regarding divorce papers. Approximately 6,982 marriage licenses, 1,784 certified copies, and 3,580 abstracts are issued yearly. Processes and issues all necessary copies of birth certificates and parent returns and sends congratulatory scrolls to parents on birth. There are 36,308 certified copies of births and 26,652 abstract copies issued yearly. Processes and issues death certificates, certified copies, and abstracts. There are 33,386 death certificate copies and 3,878 death abstracts issued annually. Processes all corrections, changes, depositions, legitimations, etc., in regard to birth, marriage, and death records in Boston. Approximately 3,209 corrections are made yearly. Collects fees for department.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$135,000 00	\$19,010 00	\$9,500 00	\$65 00	\$200 00	\$163,775 00

Personal Services: Performance under this program is divided among the following sections:

Marriage Section: 3 Assistant City Registrars, 5 Clerical Employees.

Birth Section: Cashier, 16 Clerical Employees.

Death Section: Principal Clerk, 5 Clerical Employees.

Deposition Section: 3 Deposition Clerks.

Vacation Supply: 7 clerical employees, \$2,000.00. Overtime, \$2,000.00.

Contractual Services: Servicing of office equipment, \$50.00; travel expenses, \$10.00; printing, binding, marriage intentions, licenses, and records, \$6,500.00; microfilming services, \$7,000.00; consolidation of indexes for 5 years, \$5,450.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$9,425.00; wrapping paper and twine, \$75.00.

Current Charges and Obligations: Premium on surety bonds, \$65.00.

Equipment: Steel shelves, \$200.00.

D — PROGRAM SUMMARY

Program	No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative	3	\$19,000 00	\$115 00	\$500 00	\$35 00	\$200 00	\$19,850 00
2. Maintenance of Vital Statistics and Issuance of Licenses, Certified Copies, and Abstracts	33	135,000 00	19,010 00	9,500 00	65 00	200 00	163,775 00
TOTALS	36	\$154,000 00	\$19,125 00	\$10,000 00	\$100 00	\$400 00	\$183,625 00

WEIGHTS AND MEASURES DIVISION, HEALTH DEPARTMENT

1-05-23

The primary duty of the Weights and Measures Division is to see that equity prevails in all sales of commodities or services which involve the use of weighing or measuring devices. It is also charged with the enforcement of the provisions of the hawker, pedler, and transient vendor laws.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$81,331 91	\$84,829 10	\$87,653 00	\$89,359 00	\$89,000 00	
2—Contractual Services . . .	1,507 83	1,203 18	1,650 00	2,189 00	2,085 00	
3—Supplies & Materials . . .	2,588 57	2,504 01	2,650 00	3,523 00	3,330 00	
4—Current Charges & Oblig's	1,489 96	1,721 54	1,809 00	1,845 00	1,845 00	
5—Equipment	430 63	175 28	250 00	250 00	400 00	
TOTALS	\$87,348 90	\$90,433 11	\$94,012 00	\$97,166 00	\$96,660 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$22,700 00

C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the fiscal and administrative services of the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$18,000 00	\$200 00	\$200 00	\$170 00	\$18,570 00

Personal Services: Sealer of Weights and Measures, Chief Deputy Sealer of Weights and Measures, Principal Clerk and Typist.

Contractual Services: Travel expenses, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00.

Current Charges and Obligations: Surety bond, insurance premium and business certificates, \$170.00.

2. INSPECTING, TESTING, AND SEALING OF WEIGHING AND MEASURING DEVICES

Inspects, tests, seals, adjusts, or condemns many different types of equipment used in weighing and measuring; supervises the manner in which such equipment is used and enforces all rules and regulations regarding the same, reweighing or remeasuring commodities that have been put up in advance of sale; checks the quantity in original packages put up by manufacturer; checks loads of coal, road material, liquid fuel; the marking of break labels and wrappers, and the inspection of clinical thermometers.

In 1960 there were 9,035 places of business visited at which time there were 44,583 pieces of equipment sealed, 1,555 of which were adjusted, 594 pieces of equipment were condemned for repairs, and 137 were tagged, not sealed. 26,685 reweighs of fuel, food, and other commodities were made and 47,294 inspections of various types were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
15	\$71,000 00	\$1,885 00	\$3,130 00	\$1,675 00	\$400 00	\$78,090 00

Personal Services: 14 Deputy Sealers of Weights and Measures, 1 Heavy Duty Motor Equipment Operator.

Contractual Services: Repairs to automotive equipment, \$1,600.00; replating of working standards, \$100.00; travel expenses, \$15.00; cleaning of dies and miscellaneous equipment, \$75.00; printing and binding, \$50.00; advertising, \$25.00.

Supplies and Materials: Gasoline for 11 automotive units, \$1,020.00; lubricating oil, \$30.00; tires and tubes, \$400.00; antifreeze, \$50.00; charging units, \$50.00; battery replacements, \$150.00; postage, forms, cards, and stationery, \$700.00; replacement of hardware items, paints, and brushes, \$80.00; aluminum seals, \$270.00; lead wire seals, \$160.00; steel stamping dies, \$70.00; coveralls, rubber gloves, \$100.00; food for evidence, \$50.00.

Current Charges and Obligations: Rents, taxes, and licenses, \$1,675.00.

Equipment: Replacement of working standards of weights and measures, \$250.00; time stamp, \$150.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	3	\$18,000 00	\$200 00	\$200 00	\$170 00	—	\$18,570 00
2. Inspecting, Testing, and Sealing of Weighing and Measuring Devices . . .	15	71,000 00	1,885 00	3,130 00	1,675 00	\$400 00	78,090 00
TOTALS	18	\$89,000 00	\$2,085 00	\$3,330 00	\$1,845 00	\$400 00	\$96,660 00

HOSPITAL DEPARTMENT

1-06-00

The Hospital Department provides medical and surgical care for the citizens of Boston. The department is under the charge of 5 unpaid trustees.

The department's activities are carried on by 3 divisions, and a summary of the divisional appropriations is given below.

Title	1958 Expenditures		1959 Expenditures		1960 Appropriations		1961 Budget		Approved
							Requested by Department	Recommended by Mayor	
City Hospital . . .	\$14,826,690	81	\$15,483,693	64	\$14,601,382	00	\$14,970,200	00	\$14,422,461 00
Sanatorium . . .	2,249,939	91	2,161,852	90	2,182,856	00	2,233,804	00	2,164,004 00
Long Island Hospital . . .	2,518,560	98	2,528,994	13	2,448,150	00	2,657,870	00	2,488,179 00
TOTALS . . .	\$19,595,191	70	\$20,174,540	67	\$19,232,388	00	\$19,861,874	00	\$19,074,644 00

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1958 Expenditures		1959 Expenditures		1960 Appropriations		1961 Budget		Approved
							Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$14,475,884	95	\$15,273,167	97	\$14,729,000	00	\$15,036,000	00	\$14,557,000 00
—Contractual Services . . .	983,147	92	968,329	31	674,563	00	946,174	00	803,134 00
—Supplies & Materials . . .	3,770,567	85	3,698,794	91	3,650,925	00	3,641,800	00	3,550,725 00
—Current Charges & Oblig's . . .	9,871	26	13,875	39	14,850	00	28,250	00	27,156 00
—Equipment	128,833	86	104,425	62	78,050	00	91,150	00	71,629 00
—Structures & Improvements . . .	226,885	86	115,947	47	85,000	00	118,500	00	65,000 00
TOTALS . . .	\$19,595,191	70	\$20,174,540	67	\$19,232,388	00	\$19,861,874	00	\$19,074,644 00

In the pages that follow, the detail applicable to each of the 3 divisions of the department is presented.

HOSPITAL DEPARTMENT, BOSTON CITY HOSPITAL

1-06-11

The City of Boston Hospital Department consists of the Main Hospital for general diseases, the South Department for contagious cases, the Sanatorium Division for tuberculosis cases, the Long Island Hospital Division for chronic cases and the East Boston Relief Station for accident cases.

The hospital is governed by five unpaid trustees appointed by the Mayor, one being appointed each year for a term of five years. The trustees annually appoint the Medical and Surgical Staff to serve for a term of one year.

On June 1, 1864, the Boston City Hospital first opened for the reception of patients. From that date until January 1, 1960, there have been treated 1,830,913 ward patients and 5,165,807 out-patients (making 18,614,397 visits), which represents a total of 6,996,720 who have received the benefits of the hospital up to the beginning of the present year.

During the first hospital year 1,066 patients were treated; during the year 1959, 34,053 patients were treated in the wards and 28,496 were treated in the Out-Patient Department. These out-patients made 281,170 visits to the hospital for advice and treatment. During the past year 33,046 patients were admitted, and 391,032 days' treatment given. Daily average of patients treated in the Out-Patient Department was 1,120.

The number of beds at the Main Hospital, not including South Department, Sanatorium, or Long Island, at present is 1,393. There is a total of 26 buildings.

The greater laboratories of the hospital are the Mallory Institute of Pathology, the Thorndike Memorial Laboratory, the Neurological, the Pediatric, Rh Blood, the Surgical Research, the Biochemical Laboratory and the Sears Surgical Laboratory.

The hospital is fully licensed by the Massachusetts Department of Public Health. Full approval has been received from the Joint Accreditation Commission. The hospital is affiliated for teaching purposes with Boston University, Harvard and Tufts University Medical Schools. The School of Nursing has full accreditation, both state and national.

A — BUDGET SUMMARY

Group	1958		1959		1960		1961 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . . .	\$11,226,218	36	\$11,938,389	09	\$11,495,000	00	\$11,589,000	00	\$11,238,000	00
2—Contractual Services . . .	706,401	27	715,237	88	411,382	00	662,500	00	550,355	00
3—Supplies & Materials . . .	2,691,546	37	2,703,979	19	2,618,000	00	2,594,800	00	2,539,800	00
4—Current Charges & Oblig's . . .	8,074	12	12,014	52	12,000	00	25,400	00	24,306	00
5—Equipment	86,557	91	69,053	88	45,000	00	60,000	00	45,000	00
7—Structures & Improvements . . .	107,892	78	45,019	08	20,000	00	38,500	00	25,000	00
TOTALS	\$14,826,690	81	\$15,483,693	64	\$14,601,382	00	\$14,970,200	00	\$14,422,461	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$3,850,050 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the hospital, based on policies formulated and approved by the Board of Trustees. Provides general clerical and accounting services for all departments of the hospital. Budgets are prepared; appropriation and cost accounts are kept, personnel actions are processed, supplies and materials are requisitioned and distributed, and perpetual inventory records are maintained. Storerooms and supply services are operated; telephone service is furnished; religious services are conducted; admissions are controlled; bills are prepared; reports are made for government agencies and the public; and statistical records are kept.

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
201	\$818,700 00	\$103,094 00	\$11,300 00	\$14,469 00	\$1,906 00
					\$949,469 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Director's Office: Director of Hospitals and Superintendent, Boston City Hospital, 1 Principal Administrative Assistant, 1 Administrative Assistant, and 4 Clerical Employees.

Assistant Superintendent's Office: Assistant Superintendent and 3 Clerical Employees.

Executive-Admitting Office:

Executive Office: Principal Executive Physician, Head Clerk, and 6 Clerical Employees.

Admitting Department: 6 Senior Executive Physicians, Head Clerk, Supervisor, 4 Clerical Employees, 1 Male Nurse.

Valuables Office: Supervisor of Patients' Valuables, 4 Clerical Employees.

Admitting Clerk's Office: Head Clerk, 8 Clerical Employees, Clerk (part time).

General Service Section:

Executive Secretary's Office: Executive Secretary, Head Account Clerk, 6 Clerical Employees.

Property Inventory: Clerical Employee.

Stock Record Division: Head Clerk, 8 Clerical Employees.

Payroll Distribution: 2 Clerical Employees.

Invoice: Head Clerk, 5 Clerical Employees.

Requisition: 2 Clerical Employees.

Personnel: Senior Personnel Officer, 2 Personnel Officers, Head Clerk, 7 Clerical Employees.

Finance Office:

Admitting Social Service: Head Social Work Supervisor, 9 Social Workers, 3 Clerical Employees.

Billing: Hospital Finance Officer, 2 Senior Accounting Machine Operators, 15 Clerical Employees.

Cashier's Office: Head Cashier.

Accounting Office: Senior Accountant, Supervisor of Statistical Machines, Accountant, 2 Senior Accounting Machine Operators Principal Clerk.

Payroll Office: Head Clerk, 6 Clerical Employees.

Statistics Office: Head Clerk, Clerical Employee.

Chief Clerk's Office: Head Clerk, Clerical Employee.

Central Storeroom: Principal Storekeeper, Principal Hospital House Worker, 6 Senior Hospital House Workers, 2 Hospital House Workers, Clerical Employee.

Medical and Surgical Supply: Principal Clerk, Senior Hospital Medical Worker, Clerical Employee.

Telephone Office: Chief Operator, 21 Telephone Operators, Clerical Employee.

Mail: Principal Clerk, 4 Clerical Employees.

Information Desk: Head Clerk, 18 Clerical Employees.

Religious Services: 5 Chaplains.

Temporary Employees: \$1,700.00.

Overtime: \$7,000.00.

Contractual Services: Telephone service, \$92,000.00; telegraph service, \$5,000.00; servicing of office machines, \$5,500.00; attendance at conventions, carfares, \$325.00; reporting hearings, \$200.00; machine inspection, \$69.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$11,000.00; photographic supplies, \$300.00.

Current Charges and Obligations: Dues and subscriptions, \$580.00; premium on surety bonds, \$370.00; miscellaneous rentals, \$13,519.00.

Equipment: Office equipment, \$1,531.00; miscellaneous equipment, \$375.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, nursing, and the actual professional care of the patient. This includes ward maid and orderly services, the Medical Records and Medical Library Sections, the Social Service Department, the Pharmacy, the Ambulance Service, all laboratory and technical services such as X-ray, blood bank, cardiology, anesthesiology, neurology, pathology, physical therapy, and all other departments of a technical nature directly concerned with the care of the patient.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1,989	\$6,845,400 00	\$69,077 00	\$1,327,806 00	\$8,292 00	\$31,253 00	\$8,281,828 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Medical Administrative Services:

Staff Secretary's Office: Principal Medical Stenographer, Clerical Employee.

Medical Library: Medical Librarian, Assistant Medical Librarian, Hospital Medical Worker.

Medical Records: Medical Record Librarian, Head Clerk, 8 Principal Medical Stenographers, 20 Clerical Employees, Hospital House Worker, Hospital Medical Worker.

Department of Social Work: Medical Social Work Director, Principal Medical Social Work Supervisor, Psychiatric Social Work Supervisor, 5 Medical Social Work Supervisors, 21 Medical Social Workers, Psychiatric Social Worker, 6 Clerical Employees.

Pharmacy: Head Pharmacist, 5 Pharmacists, 3 Hospital House Workers, Clerical Employee.

Nursing Service and School of Nursing:

Administrative Section: Director, School of Nursing and Nursing Service, First Assistant Director, School of Nursing, 4 Assistant Nursing Directors, Nursing Service Assistant, Principal Clerk, 5 Clerical Employees.

School of Nursing: Educational Director, School of Nursing, Clinical Nursing Coordinator, Senior Nursing Instructor, 10 Supervising Nursing Instructors, 5 Nursing Instructors, 4 Nursing School Assistants, Senior Assistant Nursing Instructor, Assistant Nursing Instructor, Head Nurse, Student Health Office, Physical Instructor, Librarian, School of Nursing, 225 Boston City Hospital Students (not included in total).

Ward Care: 25 Supervising Nursing Administrators, 53 Head Nurses, 232 Floor Duty Nurses, 52 Floor Duty Nurses (part time), 6 Senior Hospital Medical Workers, 592 Hospital Medical Workers, 36 Clerical Employees.

Operating Room: 3 Supervising Nursing Administrators, 12 Head Nurses, 19 Floor Duty Nurses, 5 Floor Duty Nurses (part time), 2 Ambulance and Medical Aide Men, 5 Senior Hospital Medical Workers, 22 Hospital Medical Workers.

Delivery Room: 4 Head Nurses, 6 Floor Duty Nurses, 3 Floor Duty Nurses (part time).

Nursery: Supervising Nursing Administrator, Head Nurse, 7 Floor Duty Nurses, 5 Floor Duty Nurses (part time), 18 Licensed Practical Nurses.

Medical and Surgical Services:

Surgical Services: Director of First Surgical Service, 2 Associate Directors of First Surgical Service, Director of Third Surgical Service, Assistant Director of Third Surgical Service, Director of Fifth Surgical Service and Administrative Consultant, Assistant Director of Fifth Surgical Service, Director of Neurosurgery, Associate Director of Neurosurgery, Assistant Director of Neurosurgery, Director of Gynecology and Obstetrics, Director Oral Surgery, Physician, Urology, Director Pediatric Surgical Teaching, Associate, Thoracic Surgery, Fellow, Fifth Surgical, Fellow, Thoracic Surgery, Fellow, Ophthalmology, Fellow, Third Surgical, 18 Chief Residents, 25 Residents, 29 Senior Assistant Residents, 31 Junior Assistant Residents, 22 Internes, 3 Laboratory Technicians, Laboratory Assistant, 2 Senior Medical Workers, 5 Hospital Medical Workers, 3 Clerical Employees, Clerical Employee (part time).

Hospital Department, Boston City Hospital — Continued

Medical Services: 2 Physicians, Fifth and Sixth Medical, Director, Pediatrics, Assistant Director, Pediatrics, 2 Associates, Pediatrics Director, Diabetes Laboratory, Director, First and Third Medical Service, Physician, School of Nursing, Associate Director Second and Fourth Medical, Physician, Tuberculosis, 2 Fellows, Fifth and Sixth Medical, 2 Chief Residents, 11 Residents, 33 Senior Assistant Residents, 37 Junior Assistant Residents, 54 Internes, 2 Laboratory Technicians, 3 Clerical Employees, 4 Hospital Medical Workers.

Psychiatric Service: Physician, Psychiatric Service, 5 Chief Residents, 2 Clinical Psychologists, Clerical Employee.

Laboratory and Technical Services:

Technical Service: Director of Clinical Laboratory, Dental X-Ray Technician, Orthoptic Technician, Laboratory Assistant, Clerical Employee.

Department of Anesthesiology: Director of Anesthesiology, Associate Director of Anesthesiology, 5 Associates, Anesthesiology, Associate, Anesthesiology Research, 6 Chief Residents, 8 Residents, Chief Nurse Anesthetist, 5 Nurse Anesthetists, Supervising Nursing Administrator, 2 Head Nurses, 3 Floor Duty Nurses, 4 Hospital Medical Workers, Principal Medical Stenographer, Research Laboratory Technician.

Surgical Research Laboratory: Research Laboratory Technician, Laboratory Technician, Principal Clerk, Hospital Medical Worker.

Blood Bank: Director of Blood Bank, Head Nurse, 3 Floor Nurses, Principal Clerk and Stenographer, 3 Laboratory Technicians, 2 Laboratory Assistants, 4 Hospital Medical Workers, 2 Clerks (part time), Clerical Employee.

Fenwal Laboratory: Supervising Nursing Administrator, Head Nurse, 2 Laboratory Technicians, 2 Laboratory Assistants, Senior Hospital Medical Worker, 7 Hospital Medical Workers.

Circulation Laboratory: Director Circulation Laboratory, Senior Assistant Resident, Surgical Research Nurse, Laboratory Technician Department of Inhalation Therapy: Director of Inhalation Therapy, Associate, Inhalation Therapy, Chief Resident, Senior Inhalation Equipment Technician, Inhalation Equipment Technician, Laboratory Assistant, Principal Hospital Medical Worker, Clerical Employee, Hospital Medical Worker.

Neurological Unit: EEG Technician, Laboratory Technician, 2 Clerical Employees, Laboratory Assistant.

Rh Laboratory: Director of Rh Laboratory, Laboratory Technician.

Thorndike Memorial Laboratory: Director of Thorndike, Associate Director, Thorndike, 5 Assistant Physicians, 5 Fellows, Thorndike 2 Research Laboratory Technicians, 5 Laboratory Technicians, 2 Laboratory Assistants, Laboratory Helper, 5 Clerical Employees Hospital Medical Worker, Hospital House Worker.

EKG Laboratory: Director, EKG Laboratory, Associate, Electrocardiograph Laboratory, Head EKG Technician, EKG Technician, 2 Assistant EKG Technicians, Laboratory Assistant, Hospital Medical Worker.

Medical Staff and Administrator of Pathology Laboratory: Director, Pathology, Associate Director, Pathology, 4 Associates, Pathology, 3 Chief Residents, 3 Residents, 6 Senior Assistant Residents, 6 Junior Assistant Residents, 3 Internes, 5 Clerical Employees 3 Hospital Medical Workers, 2 Hospital House Workers.

Bacteriology Laboratory: Associate, Bacteriology, 2 Fellows, Bacteriology, Head Bacteriologist, 2 Principal Bacteriologists, Senior Research Laboratory Technician, Senior Bacteriologist, 4 Laboratory Technicians, 5 Laboratory Assistants, Hospital House Worker, 3 Clerical Employees.

Ascheim Zondek Laboratory: Laboratory Technician.

Histology Laboratory: 5 Laboratory Technicians, 2 Laboratory Assistants.

Neuropathology Laboratory: 2 Laboratory Technicians.

Cytology Laboratory: Research Laboratory Technician, 3 Laboratory Technicians.

Hematology Laboratory: Resident, Senior Assistant Resident, 2 Laboratory Assistants.

Mortuary: Mortuary Supervisor, Assistant Mortuary Supervisor, 2 Principal Hospital Medical Workers, 3 Senior Hospital Medical Workers, 5 Hospital Medical Workers.

Biochemical Laboratory: Senior Research Laboratory Technician, 2 Research Laboratory Technicians, 8 Laboratory Technicians, Laboratory Assistants, Hospital Medical Worker, Clerical Employee.

Department of Physical Medicine and Rehabilitation: Director, Physical Therapy, Principal Physical Therapist, Senior Physical Therapist 8 Physical Therapists, Occupational Therapist.

Radiology Department: Director, Radiology, 2 Associate Directors, Radiology, 8 Associates, Radiology, 2 Physicians, Radiology, Chief Resident, 2 Residents, 10 Senior Assistant Residents, Head X-Ray Technician, X-Ray and Radium Therapist, 2 Principal X-Ray Technicians, 15 Senior X-Ray Technicians, 2 X-Ray Technicians, 2 Head Nurses, 4 Floor Duty Nurses, Nurse Technician, 10 Clerical Employees, 20 Hospital Medical Workers.

Central Supply: Supervising Nursing Administrator, Head Nurse, 2 Floor Duty Nurses, 6 Hospital House Workers, Senior Hospital Medical Worker, 31 Hospital Medical Workers, 15 Hospital Medical Workers (part time), Clerical Employee.

Ambulance Service: Supervisor Ambulance Service, 2 Ambulance Foremen, 30 Ambulance Drivers.

Temporary Employees: \$277,000.00 (estimated cost of Special Nurses, one shift or more) and vacation supply for other employees.

Overtime: \$101,400.00 for the salaries of Nurses and other employees who are willing to work Saturdays or a day beyond the regular 5-day week.

Contractual Services:

Repairs and Servicing of Equipment:

Sharpening and repairing of instruments, \$9,700.00; X-Ray machines and tubes, \$15,000.00; laboratory, \$5,000.00; medical, surgical, and hospital equipment, \$5,000.00; automotive, \$5,000.00.

Travel Expenses: Carfares for social workers and student nurses, \$2,595.00.

Other Contractual Services: Binding, \$900.00; printing, \$200.00.

Instaff education program for graduate nurses, \$400.00.

Service charge to Red Cross for processing of blood, \$15,000.00.

Freight and express charges, \$50.00.

Microfilming of 1960 Autopsy and Surgical Records, \$400.00.

Instructors, \$4,500.00.

Charges for processing Pathology laboratory film, \$480.00.

Various tests in outside laboratories, \$3,000.00.

Inspection of machines, \$352.00.

Lectures for Internes, \$1,500.00.

Supplies and Materials:

Automotive, \$3,000.00.

Household supplies, \$29,974.00.

Medical, Dental, and Hospital Supplies: Medicine and drugs, \$500,000.00; bandages, \$170,000.00; X-ray film and supplies, \$150,000.00; laboratory supplies, \$172,900.00; miscellaneous, \$178,775.00.

Office Supplies and Materials: Postage, forms, cards, and stationery, \$62,000.00.

Miscellaneous Supplies and Materials: General operating supplies, \$44,000.00; repair parts and materials, \$6,000.00; tools and instruments, \$3,157.00; miscellaneous supplies, \$8,000.00.

Current Charges and Obligations: Rentals, \$2,116.00; dues and subscriptions, \$6,135.00; insurance, \$41.00.

Equipment: Office equipment, \$3,114.00; medical, dental, and hospital equipment, \$28,139.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals for the patients, house officers, and employees' cafeteria. Approximately 1,837,709 meals were served in 1960.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
222	\$786,100 00	\$8,050 00	\$837,500 00	\$11 00	\$1,130 00	\$1,632,791 00

Personal Services:

Dietary and Kitchen Services:

Administrative Commissary Department: Chef, 2 Senior Assistant Chefs, 5 Assistant Chefs, Cashier, 2 Clerical Employees.

Commissary, Cafeteria, Storeroom, Doctors' Dining Room: Head Hospital Kitchen Worker, 11 Principal Hospital Kitchen Workers, 48 Senior Hospital Kitchen Workers, 131 Hospital Kitchen Workers.

Dietary Department: Head Dietitian, 10 Dietitians, 9 Hospital Kitchen Workers.

Temporary Employees: \$300.00.

Overtime: \$10,800.00.

Contractual Services: Repairs to kitchen equipment, \$7,000.00; carfares, \$25.00; cleaning exhaust systems in kitchens, \$1,000.00; freight charges, \$20.00; sealing and adjusting scales, \$5.00.

Supplies and Materials:

Food Supplies: (\$805,000.00).

Meats: Beef, veal, lamb, pork, poultry, \$275,000.00; fish, \$25,000.00; dairy products, milk and cream, \$170,000.00; butter, oleomargarine, cheese, eggs, \$60,000.00; processed foods, fruits, \$25,000.00; ice cream mix, \$27,000.00; groceries and canned goods, \$150,000.00; tea, tea bags, coffee, cocoa, \$23,000.00; sugar and flour, \$15,000.00; vegetables, frozen and fresh, \$35,000.00.

Household Supplies: \$25,900.00.

Office Supplies: \$100.00.

Miscellaneous Supplies and Materials: General operating supplies, \$6,500.00.

Current Charges and Obligations: Licenses, \$11.00.

Equipment: Office equipment, \$130.00; kitchen equipment, \$1,000.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the general cleaning services of the hospital. The area cleaned includes 7 ward buildings with 46 floors, 6 laboratory and research buildings with 27 floors, a house officers' building and annex with 11 floors, 4 nurses' buildings with 17 floors, and an accident and general service building containing 10 floors. This group is responsible for marking, mending, and distributing hospital linens; furnishes a ward porter service for handling laundry, medicine for patients, and the delivery of food trucks to the wards; operates the hospital elevators; and provides miscellaneous porter services. The laundry cleans all linens for the main hospital. An average of 93,000 pieces are finished weekly, including 41,800 sheets, 11,991 body gowns, and over 3,000 blankets.

Responsible for the maintenance and repair work throughout the hospital and for the operation of the Power Plant. This service maintains the electrical system and makes emergency repairs; repairs and refinishes furniture; performs routine painting jobs; repairs the plumbing system; and has charge of the maintenance of the various refrigerating systems. The Power Plant supplies heat and light to approximately 26 hospital buildings. The Security Section is responsible for the control of all entrances and exits of the hospital and the protection of property and equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
578	\$1,865,000 00	\$365,996 00	\$335,307 00	\$1,534 00	\$7,798 00	\$25,000 00	\$2,600,635 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Housekeeping and Linen Service:

Administrative: Supervising Nursing Administrator, Head Hospital House Worker, Head Clerk.

Linen Room: Principal Clerk, 2 Principal Hospital House Workers, 12 Senior Hospital House Workers, 2 Hospital House Workers.

Ward Buildings: 10 Senior Hospital House Workers, 124 Hospital House Workers.

House Officers' Building: 3 Senior Hospital House Workers, 9 Hospital House Workers.

Nurses' Homes: 2 Floor Duty Nurses, 4 Housemothers (Nurse), 3 Senior Hospital House Workers, 37 Hospital House Workers.

Dwelling Ward Building: Supervising Nursing Administrator, 2 Head Nurses, 2 Senior Hospital House Workers, 24 Hospital House Workers.

Ward Porters' Department: Head Hospital House Worker, 3 Principal Hospital House Workers, 8 Senior Hospital House Workers, Gardener's Helper, 47 Hospital House Workers.

Operating Room: 9 Hospital House Workers.

Elevator Department: 3 Principal Elevator Operators, 9 Senior Elevator Operators, 67 Elevator Operators.

Laundry Department: Laundry Supervisor, Assistant Laundry Supervisor, 6 Principal Hospital Laundry Workers, 8 Senior Hospital Laundry Workers, 69 Hospital Laundry Workers, Hospital House Worker.

Hospital Department, Boston City Hospital — Continued

Plant and Maintenance Service:

Administration: Plant Superintendent, Principal Clerk, Clerical Employee.

Maintenance Service: Clerk of the Works, Chief Electrician, Carpenter Foreman, Working Foreman Steamfitter, 2 Electricians, Working Foreman Painter, 5 Steamfitters, 3 Plumbers, Plasterer, 5 Carpenters, 4 Hospital Mechanical Repairmen, Machinist, Sign Painter and Letterer, 3 Painters, 3 Electrician's Helpers, 2 Steamfitter's Helpers, 4 Plumber's Helpers.

Power Plant: Chief Power Plant Engineer, First-Class Stationary Engineer, 7 Second-Class Stationary Engineers, 6 Third-Class Stationary Engineers, 13 First-Class Steam Firemen, Boiler Maintenance Man.

Security Force: Head Hospital Guard, Principal Hospital Guard, 6 Senior Hospital Guards, 24 Hospital Guards.

Temporary Employees: \$1,000.00.

Overtime: \$20,000.00.

Contractual Services: Electricity, \$77,500.00; gas fuel, \$12,500.00.

Repair and Maintenance of Buildings and Structures: (\$200,000.00).

Contracts for servicing of elevators and dumbwaiters, \$30,000.00; maintenance and repair contracts, \$15,000.00; carpentry, \$30,000.00; electrical, \$15,000.00; plumbing and steamfitting, \$70,000.00; painting, \$30,000.00; masonry and general repairs, \$10,000.00.

Servicing of Equipment: (\$34,100.00).

Housekeeping department, \$5,000.00; laundry, \$4,000.00; plant department, \$25,100.00.

Transportation of Persons: Carfares, \$50.00.

Miscellaneous Contractual Services: Advertising, \$300.00; cleaning windows in hospital, \$11,000.00; other cleaning, \$500.00; freight and express charges, \$400.00; extermination of pests, \$3,000.00; miscellaneous inspections, \$4,846.00; services of consulting engineer \$10,400.00; public relations, \$7,200.00; microfilming, \$200.00; miscellaneous, \$4,000.00.

Supplies and Materials: Ice, \$5,000.00; fuel oil, \$100,000.00.

Household Supplies and Materials: (\$118,296.00).

Laundry, \$6,000.00; linen room, \$60,000.00; storeroom, \$50,296.00; plant, \$2,000.00.

Postage, forms, cards, and stationery, \$400.00.

Miscellaneous Supplies and Materials: (\$111,611.00).

Linen room, \$58,400.00; storeroom, \$5,000.00; security, \$1,000.00; laundry, \$1,000.00; plant and power plant, \$46,211.00.

Current Charges and Obligations: Gas rentals, \$360.00; rental of Ozone generators, \$1,134.00; dues and subscriptions, \$40.00.

Equipment: Storeroom: Watercooler, \$225.00; miscellaneous equipment, housekeeping, \$442.00; laundry, \$2,870.00; storeroom, \$361.00; power plant, \$1,400.00; plant, \$2,500.00.

Structures and Improvements: Installations, alterations and repairs, \$25,000.00.

5. OUT-PATIENT AND EMERGENCY SERVICE

This program consists of all out-patient clinic and emergency services. Out-patient problems of a medical or surgical nature as well as the diagnosis and treatment of problems in pediatrics, gynecology, allergies, epilepsy, etc., are handled in the Out-Patient Department. Situations of an emergency nature in the East Boston area are handled at the East Boston Relief Station. Emergency cases coming to the main hospital are handled on the Accident Floor, 113,460 treated in 1960. The Fracture Unit is maintained for the treatment of orthopedic cases and the emergency treatment of fractures, dislocations, and sprains. This unit also treats in-patients and a portion of its costs is charged to Program 2 Professional Care of Patients.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
279	\$922,800 00	\$4,138 00	\$27,887 00	\$2,913 00	\$957,738 00

Personal Services:

Out-Patient Department:

Administrative: Nursing Director, Supervising Nursing Administrator.

Nursing Service: 3 Supervising Nursing Administrators, 12 Head Nurses, 17 Floor Duty Nurses, 6 Floor Duty Nurses (part time) Senior Hospital Medical Worker, 18 Hospital Medical Workers.

Laboratory and Technical Service: Director of Immunology, Resident, 2 Junior Bacteriologists, 7 Laboratory Technicians, 2 Laboratory Assistants, 8 Laboratory Assistants (part time), Dental X-Ray Technician, Head X-Ray Technician, 3 Senior X-Ray Technicians Hospital House Worker.

Clerical and Record Service: Assistant Medical Librarian, Head Clerk, 2 Principal Clerks, 18 Clerical Employees, 18 Clerical Employees (part time), 2 Hospital Medical Workers.

*V.D. Clinic Program: 3 Head Nurses, Laboratory Assistant, Clerical Employee, Clerk (part time).

East Boston Relief Station: Executive Physician, Supervising Nursing Administrator, 4 Floor Duty Nurses, Floor Duty Nurse (part time) 4 Ambulance and Medical Aide Men, 3 Hospital House Workers, Clerical Employee.

Fracture Unit:

Medical Staff: 4 Residents, 4 Senior Assistant Residents.

General and Administrative: Supervising Nursing Administrator, Principal Medical Stenographer, 8 Hospital House Workers, 3 Clerical Employees.

Plaster Room: 2 Head Nurses, 6 Floor Duty Nurses, 2 Floor Duty Nurses (part time), 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 8 Hospital Medical Workers.

Splint Room: 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 2 Hospital Medical Workers.

X-Ray Department: Head X-Ray Technician, 2 Principal X-Ray Technicians, Floor Duty Nurse, 8 Senior X-Ray Technicians, 2 X-Ray Technicians, 5 Hospital Medical Workers, Laboratory Technician, Principal Clerk, 4 Clerical Employees.

Accident Floor, Nursing Service: Supervising Nursing Administrator, 5 Head Nurses, 14 Floor Duty Nurses, 6 Floor Duty Nurses (part time), 2 Male Nurses, 26 Ambulance and Medical Aid Men, 10 Hospital Medical Workers.

Temporary Employees: \$2,000.00.

Overtime: \$10,800.

* Position not charged to Hospital Quota, inasmuch as full reimbursement is received from Massachusetts Public Health Department.

Contractual Services: Repair of equipment, \$3,700.00; carfares, \$5.00; inspection of sprinkler equipment, \$24.00; cleaning windows, East Boston Relief Station, \$265.00; elevator inspection, East Boston Relief Station, \$144.00.

Supplies and Materials: Fuel oil, \$1,800.00; household supplies, \$830.00; medical, dental and hospital supplies, \$18,325.00; postage, cards, forms, and stationery, \$6,500.00; miscellaneous supplies and materials, \$432.00.

Equipment: Medical, dental and hospital equipment, \$2,913.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	201	\$818,700 00	\$103,094 00	\$11,300 00	\$14,469 00	\$1,906 00	—	\$949,469 00
2. Professional Care of Patients	1,989	6,845,400 00	69,077 00	1,327,806 00	8,292 00	31,253 00	—	8,281,828 00
3. Dietary Planning, Preparation, and Serving of Meals	222	786,100 00	8,050 00	837,500 00	11 00	1,130 00	—	1,632,791 00
4. Maintenance of Household and Property	578	1,865,000 00	365,996 00	335,307 00	1,534 00	7,798 00	\$25,000 00	2,600,635 00
5. Out-Patient and Emergency Service	279	922,800 00	4,138 00	27,887 00	—	2,913 00	—	957,738 00
TOTALS	3,269	\$11,238,000 00	\$550,355 00	\$2,539,800 00	\$24,306 00	\$45,000 00	\$25,000 00	\$14,422,461 00

SANATORIUM DIVISION, HOSPITAL DEPARTMENT

1-06-21

The Sanatorium Division of the Hospital Department was established by the city for the care of adults suffering from pulmonary tuberculosis. It is located in Mattapan on a 51-acre site and consists of 14 hospital buildings which contain 590 beds for patients, plus housing for 185 employees and 3 residences for doctors.

During 1960, 975 patients were given 144,325 days' care at the sanatorium. The daily average number of patients was 396.

A—BUDGET SUMMARY

Group	1958 Expenditures		1959 Expenditures		1960 Appropriations	1961 Budget		Approved
						Requested by Department	Recommended by Mayor	
1—Personal Services	\$1,689,770	45	\$1,688,760	57	\$1,659,000 00	\$1,719,000 00	\$1,689,000 00	
2—Contractual Services	91,399	10	84,838	76	92,081 00	92,004 00	85,779 00	
3—Supplies & Materials	395,485	24	341,624	03	373,425 00	375,500 00	372,425 00	
4—Current Charges & Oblig's	239	70	204	57	300 00	300 00	300 00	
5—Equipment	22,453	16	22,474	62	23,050 00	17,000 00	16,500 00	
7—Structures & Improvements	50,592	26	23,950	35	35,000 00	30,000 00	—	
TOTALS	\$2,249,939	91	\$2,161,852	90	\$2,182,856 00	\$2,233,804 00	\$2,164,004 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$200,925 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the sanatorium based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed. Telephone service is supplied, and religious services are conducted.

Personal Services No.	Contractual Amount	Supplies Services	Materials	Current Charges	Equipment	Total
34	\$102,160 00	\$9,241 00	\$3,575 00	\$88 00	\$340 00	\$115,404 00

Personal Services: Administrative and General Services: Superintendent and Medical Director, Head Administrative Clerk, 2 Head Clerks, 17 Clerical Employees, Principal Storekeeper, 2 Senior Hospital House Workers, Senior Telephone Operator, 4 Telephone Operators, 3 Chaplains, 2 Organists. Temporary employees, \$1,000.00; Overtime, \$1,160.00.

Contractual Services: Telephone service, \$7,800.00; servicing of office machines and appliances, \$550.00; carfares, \$10.00; advertising, \$150.00; services of motion picture operator, \$416.00; services of chaplain (vacation coverage), \$115.00; blueprinting and duplicating, \$150.00; freight and express charges, \$50.00.

Supplies and Materials: Household supplies, \$1,000.00; postage, forms, cards, and stationery, \$2,450.00; twine, paper, etc. for storeroom, \$125.00.

Current Charges and Obligations: Premium on surety bonds, \$30.00; dues and subscriptions, \$8.00; hospital license, \$50.00.

Equipment: Office equipment, \$255.00; directory, \$85.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, and nursing care of the patients. Extensive antibiotic therapy is employed; pneumoperitoneum refills are given; a thoracic surgical unit is operated; occupational therapy and physiotherapy are provided; clinical and physiology laboratories are operated. The School of Nursing conducts courses in tuberculosis nursing for students from 3 affiliated schools of nursing. A Psychiatric unit, a Pharmacy, Medical Social Work Division, and Medical Records Section are maintained.

Personal Services No.	Contractual Amount	Supplies Services	Materials	Current Charges	Equipment	Total
259	\$886,420 00	\$7,008 00	\$60,300 00	\$187 00	\$4,915 00	\$958,830 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Medical Administration Division: Chief of Staff, Chief Resident Physician and Executive Assistant.

Nursing Administration Division: Superintendent of Nurses, 3 Assistant Superintendents of Nurses, 2 Night Supervisors of Nurses.

General Care:

Medical: 2 Senior Staff Physicians, 2 Junior Staff Physicians, 2 Resident Physicians, 3 Visiting Physicians.

Nursing: 14 Head Nurses, 25 Registered Graduate Nurses, 3 Nonregistered Nurses, 23 Licensed Practical Nurses, 6 part-time Registered Graduate Nurses, 20 Patient Male Nurses, 24 Senior Hospital Medical Workers, 80 Hospital Workers.

Operating Room Section:

Medical: Thoracic Surgeon in Chief, Resident Surgeon, 2 Rotating Resident Surgeons.

Nursing: Supervisor of Operating Room, 2 Head Nurses, Senior Hospital Medical Worker.

Medical Records Section: 5 Clerical Employees.

School of Nursing: Assistant Superintendent of Nurses and Instructor, Assistant Superintendent of Nurses.
 Medical Social Work Section: Medical Social Work Supervisor, 2 Medical Social Workers, Clerical Employee, Patient Choreman.
 Clinical and Physiological Laboratories: Principal Bacteriologist, Junior Bacteriologist, 2 Laboratory Technicians, Senior Hospital Medical Worker, Registered Graduate Nurse.

Special Professional Services:

X-Ray Department: Visiting Roentgenologist, 2 Principal X-Ray Technicians.
 Occupational Therapy: Head Occupational Therapist, 2 Occupational Therapists, Patient Choreman.
 Dental Service: Visiting Dental Surgeon, Dental Hygienist.
 Pharmacy Department: Head Pharmacist, Pharmacist, Senior Hospital Medical Worker.
 Physiotherapy Department: Head Nurse Physiotherapist.
 Otolaryngological Clinic: Visiting Laryngologist.
 Eye Clinic: Visiting Ophthalmologist.
 Psychiatric Clinic: Clinical Psychologist (part time), 3 Resident Psychiatrists (part time).
 Ambulance Section: Garage Foreman, Chauffeur.

Overtime, \$18,420.00.

Contractual Services: Repairs to medical and hospital equipment, \$1,200.00; carfares for social workers, \$40.00; visiting psychiatrists, \$1,248.00; laboratory consultant at \$35.00 a visit, \$2,520.00; service charge for Red Cross blood, \$1,350.00; duplicating services, \$400.00; freight and express charges, \$50.00; miscellaneous, \$200.00.

Supplies and Materials: Automotive supplies and materials, \$200.00; household supplies, \$550.00; medical, dental, and hospital supplies, \$52,000.00; postage, forms, cards, and stationery, \$2,200.00; wearing apparel, \$2,300.00; occupational therapy supplies, \$3,000.00; film, \$50.00.

Current Charges and Obligations: Dues and subscriptions, \$187.00.

Equipment: Medical, surgical, and laboratory equipment, \$2,750.00; library books, \$200.00; household furniture and equipment, \$120.00; electrical and mechanical machines and equipment, \$1,600.00; office equipment, \$245.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals. Approximately 1,600 meals are prepared in the main kitchen daily. Food for patients of 14 of the wards is delivered in electrically-heated food trucks. About 300 meals are served to employees in the cafeteria daily; 100 meals a day are served in the patients' cafeteria.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
95	\$299,000 00	\$850 00	\$245,850 00	\$7 00	\$545,707 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Head Dietitian, 2 Dietitians.
 Main Kitchen: Chef, 2 Head Hospital Kitchen Workers, 3 Principal Hospital Kitchen Workers, 14 Senior Hospital Kitchen Workers, 14 Hospital Kitchen Workers.
 Bake Shop: Head Hospital Kitchen Worker, 3 Principal Hospital Kitchen Workers, Senior Hospital Kitchen Worker.
 Butcher Shop: Head Hospital Kitchen Worker, Principal Hospital Kitchen Worker, Senior Hospital Kitchen Worker.
 Refrigerator Section: 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.
 Vegetable Room: Principal Hospital Kitchen Worker, 4 Hospital Kitchen Workers.
 Diet Kitchen: 4 Senior Hospital Kitchen Workers, Hospital Kitchen Worker.
 Truck and Cleaning Section: Principal Hospital Kitchen Worker, 8 Hospital Kitchen Workers, 5 Hospital House Workers.
 Cafeteria Section: 3 Senior Hospital Kitchen Workers, 19 Hospital Kitchen Workers.
 Overtime, \$9,000.00.

Contractual Services: Repairing kitchen equipment, \$800.00; miscellaneous contractual services, \$50.00.

Supplies and Materials: Food supplies, \$240,000.00: (meats and fish, \$93,700.00; dairy products, \$73,900.00; fruits and vegetables, \$41,200.00; groceries, surplus commodities charges, etc., \$24,500.00; flour and cereals, \$6,700.00); household supplies, \$5,100.00; postage, forms, cards, and stationery, \$150.00; repair parts for kitchen equipment, \$250.00; miscellaneous supplies, \$350.00.

Current Charges and Obligations: Licenses, \$7.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

The Plant Operation and Maintenance Section is responsible for the operation of the Power Plant, which supplies the heat and steam required by all buildings; for the maintenance and repair work in the 14 hospital buildings and 3 residences for doctors; for the supervision and inspection of all contract work; for the upkeep and patrolling of the 51 acres of grounds. Elevator service is provided and the refrigeration plant is maintained. The Housekeeping Section is responsible for the cleaning of all hospital buildings with the exception of the kitchen and laundry; for the operation of the medical and surgical stockroom, making about 83,000 issues a year; for the operation of the linen room; and for matron service in the Nurses' Home and Domestic Building. The square foot area in ward buildings amounts to 230,000, and there are 70,000 square feet in the Nurses' Home and Domestic Building. The Laundry Section is responsible for the laundering of all hospital linen for the wards, Nurses' Home, Domestic Building, and dining rooms. In addition, because of the communicable nature of the disease, the personal clothes of patients and the uniforms of nurses and employees are laundered. For the year 1960 the following approximate work was done by the laundry: finished work, 104,000 pieces, flat work, 525,000 pieces, fluff dry, 180,000 pieces, and the laundry is processing approximately 2,400 linen requisitions a month.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
129	\$401,420 00	\$68,680 00	\$62,700 00	\$18 00	\$11,245 00	\$544,063 00

Sanatorium Division, Hospital Department — Continued

Personal Services: Performance under this program is divided among the following divisions or sections:

Plant Operation and Maintenance Section:

Administrative: Assistant Plant Superintendent, Chief Power Plant Engineer, 3 Second Class Stationary Engineers, 2 Third Class Stationary Engineers, 6 Steam Firemen.

Grounds: Principal Hospital House Worker, 8 Senior Hospital House Workers.

Maintenance Section: Electrician, Working Foreman-Carpenter, Carpenter, Plumber, Steamfitter, 2 Plasterers, 2 Senior Hospital House Workers, 3 Watchmen, 4 Elevator Operators.

Housekeeping:

Administrative: Head Housekeeper, 2 Principal Hospital House Workers.

Cleaning: 5 Senior Hospital House Workers, 56 Hospital House Workers.

Medical and Surgical Storeroom Section: Senior Hospital House Worker.

Linen Room: 2 Senior Hospital House Workers.

Laundry Section: Laundry Supervisor, Principal Hospital Laundry Worker, 5 Senior Hospital Laundry Workers, 1 Senior Hospital House Worker, 16 Hospital Laundry Workers.

Overtime, \$11,420.00.

Contractual Services: Electricity, \$18,000.00; gas fuel, \$2,700.00; repairs and maintenance of buildings and structures, \$36,000.00; (carpentry, \$6,350.00; electrical, \$250.00; plumbing and steamfitting, \$4,300.00; painting, \$12,500.00; pointing and waterproofing, \$2,500.00; replacing asphalt tile, \$1,000.00; elevator contract and repairs, \$5,600.00; miscellaneous repairs, \$3,500.00); servicing of equipment: automotive, \$400.00; machinery and tools, \$2,250.00; miscellaneous equipment, \$2,950.00; cleaning, \$5,150.00; vermin control, \$1,000.00; miscellaneous contractual services, \$230.00.

Supplies and Materials: Automotive, \$225.00; fuel oil, \$38,000.00; household supplies and materials, \$11,000.00; forms, cards, and stationery, \$200.00; building supplies, \$6,600.00; general operating supplies, \$1,450.00; repair parts (non-automotive), \$975.00; tools and instruments, \$950.00; wearing apparel, \$300.00; other supplies, \$1,500.00; laundry supplies, \$1,500.00.

Current Charges and Obligations: Registrations, \$18.00.

Equipment: Electrical equipment, \$500.00; fire fighting equipment, \$100.00; household equipment, \$10,645.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	34	\$102,160 00	\$9,241 00	\$3,575 00	\$88 00	\$340 00	\$115,404 00
2. Professional Care of Patients	259	886,420 00	7,008 00	60,300 00	187 00	4,915 00	958,830 00
3. Dietary Planning, Preparation, and Serving of Meals	95	299,000 00	850 00	245,850 00	7 00	—	545,707 00
4. Maintenance of Household and Property	129	401,420 00	68,680 00	62,700 00	18 00	11,245 00	544,063 00
TOTALS	517	\$1,689,000 00	\$85,779 00	\$372,425 00	\$300 00	\$16,500 00	\$2,164,004 00

LONG ISLAND HOSPITAL DIVISION, HOSPITAL DEPARTMENT

1-06-31

This division of the Hospital Department operates a hospital for the chronic sick and the homeless on Long Island, which is situated in Boston Harbor and connected to the mainland by a viaduct. The institution consists of 24 buildings, 5 of which house 700 hospital patients, and 1 has facilities for 439 dormitory cases. A nurses' home and 4 other buildings house the employees who live at the island. There are 216 acres of land and 7 miles of roadway. The average daily census is 580 in hospital wards and 358 in the dormitory.

A — BUDGET SUMMARY

Group	1958 Expenditures		1959 Expenditures		1960 Appropriations	1961 Budget		Approved
						Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,559,896	14	\$1,646,018	31	\$1,575,000 00	\$1,728,000 00	\$1,630,000 00	
2—Contractual Services . .	185,316	32	168,252	67	171,100 00	191,670 00	167,000 00	
3—Supplies & Materials . .	683,572	49	652,821	18	659,500 00	671,500 00	638,500 00	
4—Current Charges & Oblig's	1,332	70	1,656	30	2,550 00	2,550 00	2,550 00	
5—Equipment	20,042	51	12,897	12	10,000 00	14,150 00	10,129 00	
7—Structures & Improvements	68,400	82	46,978	04	30,000 00	50,000 00	40,000 00	
TOTALS	\$2,518,560	98	\$2,528,623	62	\$2,448,150 00	\$2,657,870 00	\$2,488,179 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$1,600,250 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the hospital based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed; telephone service is supplied; religious services are conducted; and recreational activities are provided.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$117,000 00	\$2,500 00	\$2,775 00	\$320 00	\$150 00	\$122,745 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Superintendent, Clerical Employee.

General Services:

General Section: Head Administrative Clerk, Senior Accountant, 2 Head Clerks, 13 Clerical Employees.

Personnel Section: 4 Clerical Employees.

Telephone Section: 6 Telephone Operators and Clerks.

Religious Section: Resident Chaplain, 2 Chaplains, Organist (full time), Organist (part time).

Commissary Section: 2 Senior Storekeepers.

Overtime: \$2,000.00.

Contractual Services: Servicing of office equipment, \$700.00; travel expenses, \$450.00; freight and express charges, \$1,200.00; professional and technical services, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00; miscellaneous, \$775.00.

Current Charges and Obligations: Dues and subscriptions, \$165.00; premiums on surety bonds, \$155.00.

Equipment: Miscellaneous equipment, \$150.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, nursing, and surgical care of 1,000 patients daily. About 218,000 days of care will be given to patients in the hospital wards and about 130,000 days of care to dormitory patients. Conducts X-ray, occupational therapy, physical therapy, dental, and laboratory services. Maintains a pharmacy and Social Service Division. A School of Practical Nursing is conducted at the hospital for approximately 50 students.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
300	\$882,000 00	\$43,675 00	\$104,766 00	\$1,612 00	\$8,939 00	\$1,040,992 00

Long Island Hospital Division, Hospital Department — Continued

Personal Services: Performance under this program is divided among the following divisions or sections:

General Care Section:

Administrative: Director of Medical Education.

Resident Staff: Resident Physician, 10 Assistant Resident Physicians.

Visiting Staff: Refractionist, Physician-Consulting Laryngologist.

Special Professional Services:

Pathological Section: Pathologist, 3 Laboratory Technicians, Laboratory Helper, Mortuary Attendant.

Radiology Section: Radiologist, 2 Senior X-Ray Technicians, X-Ray Technician, Attendant Nurse.

Dental Section: Dentist, Dental Hygienist.

Podiatry Section: Supervising Podiatrist, 2 Podiatrists.

Occupational Therapy Section: Senior Occupational Therapist, 4 Occupational Therapists.

Physical Therapy Section: Principal Physical Therapist, Senior Physical Therapist, 2 Physical Therapists.

Pharmacy Section: Head Pharmacist, Inhalation Equipment Technician.

Medical Library Section: Medical Record Librarian, Clerical Employee.

Nursing Division:

Administrative: Superintendent of Nurses and Director of Training School for Practical Nurses, Assistant Superintendent of Nurses.

Nursing Care Section: Night Supervisor of Nurses, 5 Supervisors of Nurses, Operating Room Nurse, 33 Head Nurses, 26 Graduate Nurses (Registered), Graduate Nurse (Non-Registered), 23 Licensed Practical Nurses, Senior Attendant Nurse, 109 Attendant Nurses.

School of Practical Nursing: Teacher of Attendant Nursing, 35 Student Practical Nurses.

Nursing Home Section: Proctor.

Social Service Division:

Administrative: Head Social Work Supervisor.

Intown Admitting Section: 3 Social Work Supervisors, 3 Social Workers, 2 Clerical Employees, Transportation Officer.

Medical Social Work Section: 3 Social Workers, Principal Hospital Medical Worker, Senior Attendant Nurse, 3 Clerical Employees.

Temporary Employees, \$5,000.00. Overtime, \$25,000.00.

Contractual Services: Servicing of medical and hospital equipment, \$2,500.00; transportation of patients, \$1,550.00; repairing of dentures, eyeglasses, braces, legs, etc., \$250.00; Red Cross blood and special laboratory work, \$400.00; visiting and consulting staff services, \$38,525.00; certificates and music for graduates of practical nursing, \$150.00; printing and binding, \$300.00.

Supplies and Materials:

Household Supplies: Cloth, \$10,688.00; linen, towels, and bedding, \$2,182.00; comforters, \$3,956.00; miscellaneous, \$1,500.00.

Medical, Dental and Hospital Supplies: Pathological laboratory supplies, \$3,187.00; neurological research supplies, \$1,200.00; medicine and drugs for pharmacy, \$32,050.00.

Operating Room Supplies: \$1,100.00; X-ray supplies and materials, \$3,613.00.

Pharmacy and Dental Supplies: \$17,625.00; miscellaneous supplies, \$1,225.00.

Office Supplies and Materials: Postage, forms, cards, and stationery, \$2,900.00.

Miscellaneous Supplies: Wearing apparel, \$21,997.00; occupational therapy, \$1,543.00.

Current Charges and Obligations: Licenses, \$50.00; dues and subscriptions, \$938.00; rentals, \$624.00.

Equipment: Hospital equipment, \$6,779.00; medical and surgical equipment, \$1,241.00; electrical and mechanical equipment, \$430.00; library books, \$129.00; food carts, \$360.00.

3. DIETARY PLANNING, PREPARATION AND SERVING OF MEALS

Responsible for the planning, ordering, preparing, serving, and supervising of all the meals for approximately 1,000 patients and 300 employees. About 1,320,000 meals were served to the patients and employees in 1960.

Personal Services		Supplies	Equipment	Total
No.	Amount	Materials		
69	\$168,000 00	\$403,500 00	\$150 00	\$571,650 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Steward.

Main Kitchen: 2 Chefs, Assistant Chef, Principal Hospital Kitchen Worker (Cook), 6 Senior Hospital Kitchen Workers, 10 Hospital Kitchen Workers.

Bakery: Head Hospital Kitchen Worker (Baker), 3 Senior Hospital Kitchen Workers (Baker), 2 Hospital Kitchen Workers.

Butcher Shop: Head Hospital Kitchen Worker (Meatcutter), Principal Hospital Kitchen Worker (Meatcutter), 3 Senior Hospital Kitchen Workers.

Diet Kitchen: Head Dietitian, 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Ward Kitchen: 10 Hospital Kitchen Workers.

Employees' Cafeteria: Senior Hospital Kitchen Worker, 11 Hospital Kitchen Workers.

Patients' Cafeteria: Senior Hospital Kitchen Worker, 9 Hospital Kitchen Workers.

Overtime: \$8,000.00.

Supplies and Materials: Food supplies, \$400,000.00 (dairy products, \$100,000.00; meats, fish, and poultry, \$185,000.00; processed foods \$85,000.00; vegetables and fruits, \$30,000.00).

Household Supplies and Materials: Cutlery and silverware, \$630.00; kitchen utensils, \$755.00; glassware and dishes, \$2,115.00.

Equipment: Kitchen equipment, \$150.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the operation, maintenance, and repair of all machinery, furniture, and equipment, the cleanliness and protection of the patients, employees, and the hospital property in general. Maintains a Security Guard Division, operates a power plant which supplies the heat and light required, operates a laundry which cleans all the bed linen and clothing for the hospital patients. Turns out the following weekly: press work, 2,400 pounds, rough dry, 9,500 pounds, flat work, 25,000 pounds. The sewing room: pieces mended, 800; pieces manufactured, 1,000 (included are towels, clothing, and linen).

Personal Services		Contractual	Supplies	Current	Equipment	Structures	Total
No.	Amount	Services	Materials	Charges		Improvements	
140	\$463,000 00	\$120,825 00	\$127,459 00	\$618 00	\$890 00	\$40,000 00	\$752,792 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Plant Superintendent.

Maintenance Unit: Electrician Foreman, Plumber Foreman, Machinist Foreman, Working Foreman Carpenter, Working Foreman Painter, Working Foreman-Plumber and Steamfitter, Motor Equipment Repairman, Plumber, Plasterer, Carpenter, Cabinetmaker and Carpenter, Spray Painter, 4 Painters, 7 Motor Equipment Operators and Laborers, 3 Carpenter's Helpers, 3 Electrician's Helpers, Plumber's Helper, 2 Steamfitter's Helpers, Transportation Attendant, 6 Hospital Laborers, Cemetery Laborer, 4 Hospital House Workers, Painter's Helper.

Power Plant Unit: Chief Power Plant Engineer, 4 Second-Class Stationary Engineers, 5 Steam Firemen.

Housekeeping Unit: Supervising Housekeeper, Senior Hospital House Worker, 25 Hospital House Workers.

Laundry Division: Laundry Manager, 4 Senior Hospital Laundry Workers, Head Laundress, Principal Hospital House Worker (sewing), 6 Senior Hospital House Workers (sewing), 18 Hospital Laundry Workers.

Security Unit: Head Hospital Guard, Principal Hospital Guard, 3 Senior Hospital Guards, 15 Hospital Guards, Watchman.

Miscellaneous Division: Supervisor Patient Labor, Senior Building Custodian, Shoe Repairman, Motion Picture Operator, Gardener.

Overtime: \$15,000.00.

Contractual Services: Telephone Service, \$8,500.00; electricity, \$30,000.00.

Repairs and Maintenance of Buildings and Structures: (\$25,000.00.)

Carpentry: \$4,000.00.

Electrical: \$2,000.00.

Painting and Plastering: \$8,000.00.

Plumbing and Steamfitting: \$3,100.00.

Roofing and Masonry: \$4,900.00.

Repairs to Boiler and Feed Lines, \$3,000.00.

Servicing of Equipment: Automotive, \$1,000.00; machinery and tools, \$2,300.00.

Bus service between Fields Corner and Long Island, \$43,000.00.

Contractual Services not otherwise classified: Advertising, \$350.00; cleaning rugs and draperies, etc., \$225.00; extermination of insects and pests, \$2,700.00; contract for washing windows, \$4,500.00; miscellaneous, \$3,250.00.

Supplies and Materials:

Automotive supplies, \$3,500.00; heating supplies, \$75,000.00.

Household supplies: Laundry supplies, \$8,000.00; custodial supplies, \$4,101.00; paper products, \$1,978.00; pillows and sheets, \$9,095.00.

Postage, forms, cards and stationery, \$100.00.

Miscellaneous supplies and materials: Hardware and plumbing supplies, \$3,450.00; painting supplies, \$3,860.00; construction supplies and materials, \$2,975.00; fire-fighting supplies, \$1,000.00; tools and instruments, \$750.00; power house supplies, \$2,100.00; general operating supplies, \$1,000.00; supplies not otherwise classified, \$5,050.00; Chapel supplies, \$5,500.00.

Current Charges and Obligations: Registration, \$30.00; licenses, \$38.00; boiler insurance, \$550.00.

Equipment: Electrical and mechanical equipment, \$190.00; maintenance equipment, \$500.00; household equipment, \$200.00.

Structures and Improvements: \$40,000.00.

Alteration to Ward Toilet Room	\$5,000 00
Paint Section of Bridge	15,000 00
Install new Boiler	20,000 00

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvement	Total
1. Administrative and General Services	36	\$117,000 00	\$2,500 00	\$2,775 00	\$320 00	\$150 00	—	\$122,745 00
2. Professional Care of Patients	300	882,000 00	43,675 00	104,766 00	1,612 00	8,939 00	—	1,040,992 00
3. Dietary Planning, Preparation, and Serving of Meals	69	168,000 00	—	403,500 00	—	150 00	—	571,650 00
4. Maintenance of Household and Property	140	463,000 00	120,825 00	127,459 00	618 00	890 00	\$40,000 00	752,792 00
TOTALS	545	\$1,630,000 00	\$167,000 00	\$638,500 00	\$2,550 00	\$10,129 00	\$40,000 00	\$2,488,179 00

WELFARE DEPARTMENT

1-07-10

The department's activities are carried on by 2 divisions, and a summary of the divisional appropriations is given below:

Title	1958 Expenditures		1959 Expenditures		1960 Appropriations	1961 Budget		Approved
						Requested by Department	Recommended by Mayor	
Central Office . . .	\$24,023	022 31	\$24,998	161 13	\$25,486,591 00	\$27,015,596 00	\$25,589,595 00	
Temporary Home . . .	54,133	17	57,866	97	63,041 00	71,064 00	68,294 00	
TOTALS . . .	\$24,077,155	48	\$25,056,028	10	\$25,549,632 00	\$27,086,660 00	\$25,657,889 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1958 Expenditures		1959 Expenditures		1960 Appropriations	1961 Budget		Approved
						Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$1,621,525	23	\$1,732,710	18	\$1,801,631 00	\$1,990,210 00	\$1,897,614 00	
2—Contractual Services . .	73,100	81	117,487	02	106,880 00	172,675 00	122,130 00	
3—Supplies & Materials . .	86,230	14	98,139	76	88,745 00	113,025 00	93,745 00	
4—Current Charges & Oblig's	22,292,891	76	23,104,359	25	23,550,231 00	24,791,500 00	23,542,100 00	
5—Equipment	3,407	54	3,331	89	2,145 00	19,250 00	2,300 00	
TOTALS . . .	\$24,077,155	48	\$25,056,028	10	\$25,549,632 00	\$27,086,660 00	\$25,657,889 00	

In the pages that follow the detail applicable to each of the 2 divisions of the department is presented.

CENTRAL OFFICE, WELFARE DEPARTMENT

1-07-11

The Welfare Department administers the programs of public assistance established by the City of Boston. The major programs include general relief, aid to dependent children, permanently and totally disabled, old age assistance, and aid to the medically indigent.

The department takes care of approximately 28,868 cases of persons or families living at home, which comprise about 41,000 individuals.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	Requested by Department	1961 Budget		Approved
					Recommended by Mayor		
—Personal Services . . .	\$1,585,531 48	\$1,693,355 13	\$1,757,260 00	\$1,948,496 00	\$1,856,000 00		
—Contractual Services . . .	70,334 93	114,703 76	102,500 00	164,325 00	114,950 00		
—Supplies & Materials . . .	71,525 82	82,430 10	75,295 00	93,275 00	75,295 00		
—Current Charges & Oblig's	22,292,930 38	23,104,359 25	23,550,191 00	24,791,450 00	23,542,050 00		
—Equipment	2,699 70	3,312 89	1,345 00	18,050 00	1,300 00		
TOTALS	\$24,023,022 31	\$24,998,161 13	\$25,486,591 00	\$27,015,596 00	\$25,589,595 00		

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961:

Reimbursement from Commonwealth

Old Age assistance	\$4,767,000 00
Medical assistance for the Aged	3,311,950 00
Aid to Dependent Children	3,468,000 00
Disability assistance	2,441,610 00
General relief	450,000 00
Refunds from recipients and realization of resources	325,000 00
Reimbursements from Cities and Towns	225,000 00

Total estimated departmental revenues for 1961 \$14,988,560 00

In addition to the appropriated funds the department will expend \$19,232,320.00. These funds are federal grants-in-aid and are made directly to the Welfare Department. The Welfare Department will have an annual expenditure of \$44,821,915.00 in 1961.

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the department, establishes major policies, and coordinates local public assistance programs with the federal and state governments. The chief of this division serves as secretary to the Board of Overseers.

Responsible for all personnel matters affecting the appointment, transfer, attendance records, recruitment of employees, and the preparation of payrolls; interprets new laws and regulations and furnishes the board and the department with assistance on legal matters; maintains a research and statistical service for the preparation of detailed reports on finance, personnel, and public assistance programs. The division also conducts an in-service training program for new employees and periodic refresher courses for all employees, and is responsible for coordinating the welfare and civil defense programs in the event of a major disaster.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$103,745 00	\$2,891 00	\$3,540 00	\$900 00	\$200 00	\$111,276 00

Central Office, Welfare Department — Continued

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Head Clerk Secretary, Head Clerk, Principal Clerk.

Personnel Section: Administrative Assistant, Supervisor of In-service Training, Personnel Officer, Principal Social Work Supervisor, Clerical Employees; 2 Telephone Operators.

Research and Statistics: Supervisor Research and Statistics, Head Clerk, Principal Social Work Supervisor, Statistical Machine Operator Clerk Typist.

Legal Section: Administrative Assistant, 2 Senior Legal Assistants, Legal Assistant, Social Worker, 3 Clerical Employees.

Overtime for emergency reports, \$200.00. Temporary vacation supply, \$480.00.

Contractual Services: Telephone, \$1,000.00; electricity, \$600.00; repairs buildings and structures, \$138.00; repairs, automotive, \$200.00; machinery and tools, \$108.00; transportation, conventions, \$325.00; carfares, \$200.00; miscellaneous advertising and posting, cleaning, freight and express, \$320.00.

Supplies and Materials: Automotive supplies, gasoline, oil, grease, tires and tubes, \$50.00; food supplies, \$10.00; heating supplies, \$320.00; household, cleaning and custodial, \$400.00; postage, \$1,000.00; office supplies, stationery, etc., \$1,550.00; building supplies and materials repair parts non-automotive, \$210.00.

Current Charges and Obligations: Dues and subscriptions, \$500.00; premium on surety bonds, \$400.00.

Equipment: Library, \$200.00.

2. SUPERVISION AND DIRECTION OF BUSINESS OPERATIONS

Supervises and directs the Business Division. Responsible for the fiscal and accounting operations of the entire department. The division prepares the welfare payrolls, disburses checks and cash on accepted cases, and maintains appropriate records. An aid audit is made of all authorizations of assistance; claims for federal and state reimbursement are prepared; and necessary monthly and annual reports are issued.

Responsible for the maintenance of the file room and the master file indices of all social and business records of the department; acts as an information center for district offices and authorized agencies, receiving approximately 21,000 inquiries a year; requisitions and accounts for all supplies and materials; maintains a duplicating and photostat unit; and provides routine maintenance of office equipment and furniture. Cleaning and custodial services and ordinary repairs to buildings and structures are also responsibilities of this section. The central office and units occupy a total of 142,323 square feet of office space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
170	\$422,349 00	\$13,521 00	\$20,220 00	\$37,250 00	\$500 00	\$493,840 00

Personal Services: Performance under this program is divided among the following sections:

Office of Assistant Deputy Director: Assistant Deputy Director, Senior Bookkeeper.

Finance and Fiscal Section: Principal Accountant, Senior Accountant, Supervisor Statistical Machines, 2 Head Administrative Clerks, 2 Accountants, 4 Head Clerks, Head Statistical Machine Operator, 11 Principal Bookkeepers, 7 Principal Clerks, 2 Principal Clerks Paymasters, 3 Principal Statistical Machine Operators, 18 Senior Bookkeepers, 17 Senior Clerk Typists, 7 Senior Statistical Machine Operators, 31 Clerk Typists, 7 Statistical Machine Operators.

Records Section: Head Administrative Clerk, 13 Clerical Employees.

Supply and Equipment Section: Supervisor of Supplies, Social Work Supervisor, 2 Head Clerks, Photostat Operator, 8 Clerical Employees

Maintenance and Custodial Section: Plant Superintendent, Chief Engineer, 2 Engineers, 6 Senior Building Custodians, 2 Painters, 2 Junior Building Custodians, 2 Head Cleaners, 7 Cleaners, 2 Matrons, 1 Clerk Typist.

Vacation supply, \$2,000.00. Overtime, \$600.00.

Contractual Services: Telephone, \$6,000.00; electricity, \$4,348.00; carpentry, \$500.00; electrical repairs, \$380.00; plumbing and heating \$384.00; miscellaneous, \$250.00; repairs and servicing of equipment, \$664.00; advertising and posting, \$100.00; cleaning, \$170.00; freight and express, \$250.00; consultant, medical, \$50.00; printing and binding, \$200.00; miscellaneous, \$225.00.

Supplies and Materials: Automotive supplies, \$100.00; heating supplies, \$3,670.00; household supplies and materials, \$2,040.00; medical supplies, \$60.00; postage, \$5,000.00; office supplies, \$8,350.00; building supplies, \$280.00; general operating supplies, \$200.00; repair parts non-automotive, \$520.00.

Current Charges and Obligations: Rental of I.B.M. equipment, \$37,050.00; premium surety bonds, \$200.00.

Equipment: Library, \$500.00.

3. INTERVIEWING AND INVESTIGATING APPLICANTS TO DETERMINE ELIGIBILITY FOR RELIEF

Responsible for the execution of the public assistance programs of all categories authorized by the City of Boston. Has responsibility for providing the district social worker with technical advice and assistance regarding resource matters. This service is responsible for the investigation of the resources of applicants and recipients of public assistance of all categories, including the checking with banks, insurance companies, and social security agencies. It investigates property holdings, and prepares and files in the Registry of Deeds liens on property owned by recipients of old age assistance and disability assistance. This service also investigates, approves, and authorizes applications for burials in all categories and for non-relief cases. Responsible for determining legal settlement on old age assistance and general relief; sends notices to cities and towns on active cases receiving aid in Boston but legally settled elsewhere within the Commonwealth and on cases without legal settlement; makes settlement determination on notices received from cities and towns on active cases in those towns claiming legal settlement in Boston; determines legal settlement on medically indigent patients at the Boston City Hospital; and verifies vital statistics records on cases receiving aid under all categories.

Responsible for the initial interview and the preparation of formal application; deals with cases referred by other agencies of unemployed men and those without homes, referring them to employment agencies and assisting them to become rehabilitated and economically independent. The service maintains an employment register; assigns able-bodied recipients

to work in City of Boston departments for relief granted; and processes all out-of-town correspondence relevant to clients and complaints registered by clients at the district offices. It is also responsible for developing the Manual of Assistance policies and procedures, staff directories, and procedural bulletins; and making periodic reviews of the need for legislative changes and changes in the department program requirements.

Directs the activities of all district offices. All out-of-town correspondence and complaints registered by clients are referred to this service for investigation and appropriate action. Each office is responsible for the administration of the public assistance program within the boundaries of its district. The review of applications includes home visits and such related actions as may be necessary to determine the eligibility of the applicant for relief. In accordance with current law, follow-up visits are made to the home of each client as follows: old age assistance, at least every six months; aid to dependent children and disability assistance, at least once every three months; general relief, by policy at least every three months.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
521	\$1,329,906 00	\$98,538 00	\$51,535 00	\$23,503,900 00	\$600 00	\$24,984,479 00

Personal Services: Performance under this program is divided among the following sections:

Office of Deputy Welfare Agent Section: Deputy Director, Head Social Work Supervisor, Head Administrative Clerk, Senior Clerk and Typist.

Field Services Section: Chief Social Work Supervisor, 2 Principal Social Work Supervisors, Principal Clerk.

Inquiries and Referral Section: Social Work Supervisor, 2 Social Workers, 2 Clerks.

Insurance Section: Principal Social Work Supervisor, Senior Clerk.

Real Estate Section: Principal Social Work Supervisor, Social Work Supervisor, Social Worker, Principal Clerk, Clerk and Typist.

Bank Clearance Section: Senior Clerk, Clerk and Typist.

Employment Services Section: Head Employment Registrar, Principal Clerk.

Homeless Men's Services Section: 2 Social Workers, Clerk and Typist.

Child Welfare and Trust Fund Section: Social Work Supervisor, Social Worker, Clerk and Typist.

Burial Section: Principal Clerk, Clerk and Typist.

Medical Social Services Section: Supervisor of Medical Social Work, Social Work Supervisor, 6 Social Workers, 3 Principal Clerks, 2 Clerks and Typists.

ADC Project: Principal Social Work Supervisor, 4 Social Workers, Principal Clerk, Clerk and Typist.

Settlement Section: Head Social Work Supervisor, Principal Social Work Supervisor, 3 Social Work Supervisors, 27 Social Workers, Head Clerk, 5 Principal Clerks, 4 Senior Clerks and Typists, 8 Clerks and Typists.

Institution and Nursing Homes Section: Head Social Worker, Principal Social Work Supervisor, 5 Social Work Supervisors, 26 Social Workers, Head Clerk, 2 Principal Clerks, 16 Clerical Employees.

Church Street Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 5 Social Work Supervisors, 34 Social Workers, Telephone Operator, 21 Clerical Employees.

East Boston Section: Head Social Work Supervisor, Principal Social Work Supervisor, 5 Social Work Supervisors, 30 Social Workers, Telephone Operator, 18 Clerical Employees.

Grove Hall Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 9 Social Work Supervisors, 53 Social Workers, Telephone Operator, 30 Clerical Employees.

Hancock Street Section: Head Social Work Supervisor, Principal Social Work Supervisor, 6 Social Work Supervisors, 34 Social Workers, Telephone Operator, 19 Clerical Employees.

Roxbury Crossing Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 8 Social Work Supervisors, 49 Social Workers, 2 Telephone Operators, 27 Clerical Employees.

Temporary, \$2,520.00. Overtime, \$200.00.

Contractual Services: Telephone, \$23,000.00; electricity, \$9,952.00; gas, \$100.00; repairs — carpentry, \$1,850.00; electrical, \$260.00; plumbing and heating, \$238.00; door checks, linoleum, roofing, elevators, \$2,000.00; repairs and servicing equipment: automotive, \$160.00, office machines, \$712.00, miscellaneous, \$156.00; transportation, conventions, \$650.00; carfares, travel to conferences of social workers, \$4,625.00; transportation of welfare recipients, \$7,200.00; advertising, \$660.00; lodging for wayfarers, \$14,400.00; board and care of persons, \$21,600.00; professional and technical services, \$10,350.00; recording and judicial services, \$250.00; miscellaneous, \$375.00.

Supplies and Materials: Automotive, \$75.00; heating supplies, \$5,510.00; household supplies, \$1,060.00; postage, \$28,000.00; stationery, office forms, \$16,100.00; building supplies and materials, \$350.00; miscellaneous, \$440.00.

Current Charges and Obligations:

Old Age Assistance	Requested	Allowed
Relief grants:		
Direct assistance	\$12,480,000 00	
Indirect assistance (medical care)	1,404,000 00	
13,000 cases at \$89.00 per month (\$1,157,000.00)	\$13,884,000 00	
Burials	70,000 00	
Payments to other cities and towns	250,000 00	
	\$14,204,000 00	
Less:		
Federal grants, 13,000 cases at \$47.50 per month (\$617,500.00)	7,410,000 00	
Credit adjustment	156,000 00	
	\$7,254,000 00	
Old Age Assistance	\$6,950,000 00	\$6,950,000 00

Central Office, Welfare Department — Continued

		Requested	Allowed
Aid to Dependent Children:			
Relief grants:			
Direct assistance	\$9 028,800 00		
Indirect assistance (medical care)	772,000 00		
4,950 cases at \$154.00 per month (\$816,750.00)	\$9,801,000 00		
Burials	2,000 00		
	\$9,803,000 00		
Less:			
Federal grants, 4,950 cases (17,000 individuals) at \$20.50 a month an individual (\$348,500.00)	4,182,000 00		
Aid to Dependent Children		\$5,621,000 00	\$5,621,000 00
Disability Assistance:			
Relief grants:			
Direct assistance	\$2,930,400 00		
Indirect assistance (medical care)	2,534,400 00		
3,300 cases at \$138.00 per month (\$455,400.00)	\$5,464,800 00		
Burials	15,000 00		
	\$5,479,800 00		
Less:			
Federal grants, 3,300 cases at \$41.50 per month (\$136,950.00)	1,643,400 00		
Disability Assistance		\$3,836,400 00	3,803,280 00
General Relief:			
Direct assistance	\$2,242,800 00		
Indirect assistance (medical care)	176,400 00		
2,100 cases at \$96.00 per month (\$201,600.00)	\$2,419,200 00		
Burials	20,000 00		
Payments to other cities and towns	125,000 00		
General Relief		\$2,561,200 00	2,161,000 00
Medical Assistance for the Aged:			
Indirect assistance (medical care)	\$10,890,000 00		
3,500 cases at \$211.00 a month	\$737,500 00		
2,000 cases at \$85.00 a month	170,000 00		
5,500 cases at \$165.00 a month	\$907,500 00		
Less Federal Grants 50% of Total Cost	5,445,000 00		
Medical Assistance for the Aged		\$5,445,000 00	4,967,920 00
Total Relief Items			\$23,503,200 00
Dues and subscriptions			700 00
			\$23,503,900 00

Equipment: Library books, \$600.00.

D—PROGRAM SUMMARY

	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	33	\$103,745 00	\$2,891 00	\$3,540 00	\$900 00	\$200 00	\$111,276 00
2. Supervision and Direction of Business Operations	170	422,349 00	13,521 00	20,220 00	37,250 00	500 00	493,840 00
3. Determination of Eligibility of Appli- cants for Relief	521	1,329,906 00	98,538 00	51,535 00	23,503,900 00	600 00	24,984,479 00
TOTALS	724	\$1,856,000 00	\$114,950 00	\$75,295 00	\$23,542,050 00	\$1,300 00	\$25,589,595 00

TEMPORARY HOME, WELFARE DEPARTMENT

1-07-12

The Temporary Home for Women and Children provides shelter for homeless women, mothers, and children forced by circumstances to leave their own homes, and abandoned, dependent, and neglected children. Accommodations consist of 49 adult beds and 23 cribs. The home provides shelter for a yearly average of 1,800 persons and serves an average of 53,000 meals.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$35,993 75	\$39,355 05	\$44,371 00	\$41,714 00	\$41,614 00	
2—Contractual Services . .	2,531 88	2,783 26	4,380 00	8,350 00	7,180 00	
3—Supplies & Materials . .	14,895 61	15,709 66	13,450 00	19,750 00	18,450 00	
4—Current Charges & Oblig's	4 09	—	40 00	50 00	50 00	
5—Equipment	707 84	19 00	800 00	1,200 00	1,000 00	
TOTALS	\$54,133 17	\$57,866 97	\$63,041 00	\$71,064 00	\$68,294 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. PROVIDING TEMPORARY SHELTER FOR WOMEN AND CHILDREN

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$41,614 00	\$7,180 00	\$18,450 00	\$50 00	\$1,000 00	\$68,294 00

Personal Services: Superintendent, Recreation Leader, Cook, Head Matron, 6 Matrons, Clerk-Typist. Overtime for Matrons, \$600.00.

Contractual Services: Telephone service, \$600.00; gas for fuel, \$650.00; repairs, electrical, \$500.00; plumbing, \$300.00; carpentry, \$1,000.00; windows and screens, \$700.00; tile installation, \$500.00; painting and plastering, \$500.00; miscellaneous, \$800.00; repair and servicing equipment, \$100.00; transportation, \$230.00; laundry, \$750.00; printing, \$50.00; exterminating services, \$200.00; emergency calls for doctors, \$300.00.

Supplies and Materials: Food, \$15,000 00; household supplies, \$1,500.00; medical supplies, \$400.00; office supplies and postage, \$50.00; Christmas decorations, \$300.00; wearing apparel, \$1,000.00; miscellaneous building supplies and materials, \$200.00.

Current Charges and Obligations: Newspapers and periodicals, \$50.00.

Equipment: Household furniture, beds, mattresses, cribs, \$1,000.00.

VETERANS' SERVICES DEPARTMENT

1-07-40

As provided by the city ordinances, the Veterans' Services Department includes the Veterans' Graves Registration. For administrative purposes the appropriations for these services have been combined, although the amounts necessary for graves registration are not subject to the authority of the Commissioner. The departmental appropriation is given below.

Title	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Veterans' Services Department	\$2,215,794 59	\$2,368,179 83	\$2,369,615 00	\$2,659,440 00	\$2,444,986 00	
Veterans' Graves Registration	30,589 25	27,850 00	30,036 00	34,975 00	34,531 00	
TOTALS	\$2,246,383 84	\$2,396,029 83	\$2,399,651 00	\$2,694,415 00	\$2,479,517 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$310,570 49	\$315,429 49	\$311,004 00	\$350,245 00	\$336,592 00	
2—Contractual Services . .	32,154 62	32,901 18	32,700 00	36,576 00	36,356 00	
3—Supplies & Materials . .	5,185 57	4,538 09	5,290 00	6,635 00	5,610 00	
4—Current Charges & Oblig's	1,896,838 10	2,042,226 60	2,050,373 00	2,300,356 00	2,100,356 00	
5—Equipment	1,635 06	934 47	284 00	603 00	603 00	
TOTALS	\$2,246,383 84	\$2,396,029 83	\$2,399,651 00	\$2,694,415 00	\$2,479,517 00	

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

VETERANS' SERVICES DEPARTMENT

1-07-41

The Veterans' Services Department has the responsibility of providing relief for needy veterans and their eligible dependents through cash payments from funds specifically provided for this purpose. It also provides assistance in procuring medical care, hospitalization, vocational and educational opportunities, employment and re-employment, housing, and other related benefits provided by existing laws.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$303,288 80	\$308,777 79	\$303,800 00	\$340,209 00	\$327,000 00	
—Contractual Services . . .	11,808 09	12,081 76	10,350 00	12,102 00	11,882 00	
—Supplies & Materials . . .	4,774 30	4,159 21	4,875 00	6,220 00	5,195 00	
—Current Charges & Oblig's	1,894,411 54	2,042,226 60	2,050,356 00	2,300,356 00	2,100,356 00	
—Equipment	1,511 86	934 47	234 00	553 00	553 00	
TOTALS	\$2,215,794 59	\$2,368,179 83	\$2,369,615 00	\$2,659,440 00	\$2,444,986 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$939,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction of the department. Responsible for the preparation of the annual budget and control of expenditures; maintains personnel records and prepares payrolls; processes correspondence; requisitions and issues office supplies and equipment; acts as the office of record for the department; prepares relief rolls; compiles statistics and prepares required reports to the state for the purpose of obtaining reimbursement.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$38,456 00	\$1,095 00	\$857 00	\$45 00	\$314 00	\$40,767 00

Personal Services: Commissioner, Executive Secretary, Physician General, Assistant Commissioner, Principal Clerk Stenographer, Principal Clerk and Typist, 1 Telephone Operator, 1 Clerk.

Contractual Services: Telephone service, \$835.00; repairs, office machines, \$30.00; travel expense, \$200.00; cleaning, \$30.00.

Supplies and Materials: Custodial supplies, \$32.00; medical, dental, hospital supplies, \$25.00; postage, forms, cards and stationery, \$800.00.

Current Charges and Obligations: Dues and subscriptions, \$45.00.

Equipment: Library, \$64.00; air conditioner, \$250.00.

2. DETERMINATION OF ELIGIBILITY OF APPLICANTS FOR RELIEF

Responsible for the investigation of all applications for benefits and the determination of eligibility of applicants; processes applications for burial assistance and arranges for interments of veterans and their eligible dependents, and assists veterans in prosecuting claims for compensation, pension, and other benefits with the Veterans Administration. The division processes a yearly average of 5,000 applications for direct relief, 150 for vocational rehabilitation, 610 for medical examinations and 375 for consultations; and approximately 2,500 applications are referred to the Veterans Administration for action.

Responsible for the initial preparation of all applications for benefits; procures or directs procurement of vital statistics records; makes preliminary determination as to settlement; refers application to appropriate division of department for investigation; checks settlement data on completed application and report of benefits by other divisions; and when necessary directs applicant to other agencies for benefits. The division certifies as Boston settlement 4,500 applications a year and refers 500 applications to other cities and towns.

Responsible for the screening of the daily hospital admittance lists to ascertain those patients who may be eligible for veterans' benefits, the preparation and review of applications, and the preparation of lists and supporting data for submission to the state for the purpose of obtaining reimbursement. This section annually screens 35,000 hospital admissions and prepares 8,500 applications and 8,500 case histories a year.

Veterans' Services Department — Continued

Responsible for furnishing veteran applicants with advice and counsel on their problems, which include education job training, G.I. loans, compensation and pension plans, insurance matters, housing, review of discharge and allotment papers. A medical service is operated for physical examinations. Requests for advice and counsel approximate a year's average for employment, 675; housing, 600; general counseling, 1,000; and medical service, 350.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
61	\$262,552 00	\$10,336 00	\$3,124 00	\$36 00	\$85 00	\$276,133 00

Personal Services: Performance under this program is divided among the following sections:

Benefit Division: Deputy Commissioner, Principal Supervisor, 3 Supervisors, 21 Investigators, Social Worker, 11 Clerical Employees.

Settlement Division: Deputy Commissioner, Supervisor, Investigator, Consultant, 2 Settlement Clerks, 6 Clerical Employees.

Hospital Division: Assistant Commissioner, Supervisor, 4 Investigators, Social Worker, Senior Settlement Clerk, 3 Clerical Employees.

Contractual Services: Communications, \$3,285.00; transportation of persons, \$6,800.00; cleaning of towels, \$166.00; repairs office equipment, \$85.00.

Supplies and Materials: Custodial supplies, \$124.00; office supplies, postage, \$3,000.00.

Current Charges and Obligations: Rental of water cooler, \$36.00.

Equipment: Library, \$85.00.

3. DISBURSEMENT OF RELIEF

Disburses all relief funds; approximately 50,000 checks are issued annually and 8,000 emergency cash payments are made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$25,992 00	\$451 00	\$1,214 00	\$275 00	\$154 00	\$28,086 00

Personal Services: 4 Paymasters, 2 Clerical Employees.

Contractual Services: Telephone service, \$380.00; cleaning \$20.00; repairs office machines, \$51.00.

Supplies and Materials: Postage, forms, cards, stationery, \$1,200.00; custodial supplies, \$14.00.

Current Charges: Premiums, surety bonds, \$275.00.

Equipment: Electric adding machine, \$154.00.

4. PAYMENTS TO OR FOR VETERANS AND DEPENDENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
—	—	—	—	\$2,100,000 00	—	\$2,100,000 00

Current Charges: Hospital and medical costs, Civil, Spanish and Mexican Border, \$37,000.00; burial, \$18,000.00; payments to City Hospital for care of veterans, \$400,000.00; direct payments to veterans, \$1,645,000.00.

D — SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	8	\$38,456 00	\$1,095 00	\$857 00	\$45 00	\$314 00	\$40,767 00
2. Determination of Eligibility of Applicants for Relief	61	262,552 00	10,336 00	3,124 00	36 00	85 00	276,133 00
3. Disbursement of Relief	6	25,992 00	451 00	1,214 00	275 00	154 00	28,086 00
4. Payments to or for Veterans and Dependents	—	—	—	—	2,100,000 00	—	2,100,000 00
TOTALS	75	\$327,000 00	\$11,882 00	\$5,195 00	\$2,100,356 00	\$553 00	\$2,444,986 00

VETERANS' GRAVES REGISTRATION

1-13-76

As provided by the general laws, appropriations may be made to suitably maintain, care for, and decorate the graves of honorably discharged veterans. This function is assigned to a supervisor, who also maintains burial records of all veterans who were residents of the City of Boston.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$9,789 25	\$6,651 70	\$7,204 00	\$10,036 00	\$9,592 00	
2—Contractual Services . . .	20,316 53	20,819 42	22,350 00	24,474 00	24,474 00	
3—Supplies & Materials . . .	411 27	378 88	415 00	415 00	415 00	
4—Current Charges & Oblig's	—	—	17 00	—	—	
5—Equipment	43 20	—	50 00	50 00	50 00	
TOTALS	\$30,560 25	\$27,850 00	\$30,036 00	\$34,975 00	\$34,531 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. CARING FOR AND DECORATING VETERANS' GRAVES

Personal Services No.	Amounts	Contractual Services	Supplies Materials	Equipment	Total
2	\$9,592 00	\$24,474 00	\$415 00	\$50 00	\$34,531 00

Personal Services: Supervisor, clerk

Contractual Services: Replace bronze plates on War Memorial in the Fenway, \$50.00; transportation of persons, \$300.00; advertising and posting, \$50.00; freight and express charges, \$400.00; printing, binding, ruling, \$100.00; decoration of veterans' graves, Memorial Day, May 30, \$21,620.00; decoration and dedication of veteran named squares, \$1,544.00; towel service, \$10.00; telephone, \$400.00.

Supplies and Materials: Postage, \$50.00; forms, cards, and stationery, \$365.00.

Equipment: Flags for decoration of veterans' graves, \$50.00.

LIBRARY DEPARTMENT

1-10-11

The Library Department of the City of Boston consists of the Central Library in Copley Square, the Kirstein Business Branch Library in the Edward Kirstein Memorial Building, 26 branch libraries, and 3 bookmobiles.

The collections and services of the library have two main purposes: first, the provision of a popular public library service for the citizens of Boston and second, the provision of books and other library materials for reference and research. In 1960 the annual circulation was 3,096,566 volumes for home reading.

A — BUDGET SUMMARY

						1961 Budget		
Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	Requested by Department	Recommended by Mayor	Approved		
1—Personal Services . . .	\$2,647,629 20	\$2,779,945 63	\$2,716,000 00	\$3,078,286 00	\$2,880,000 00			
2—Contractual Services . . .	205,115 89	216,124 44	211,525 00	508,650 00	241,300 00			
3—Supplies & Materials . . .	305,942 38	221,920 97	213,125 00	411,475 00	279,125 00			
4—Current Charges & Oblig's	83,067 59	74,046 63	66,250 00	72,523 00	66,250 00			
5—Equipment	36,054 80	27,734 86	35,000 00	133,258 00	50,000 00			
TOTALS	\$3,277,809 86	\$3,319,772 53	\$3,241,900 00	\$4,204,192 00	\$3,516,675 00			

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$105,925 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible, under the direction of the Trustees, for the administration of the library system and personnel program, including entrance, qualifying, and promotional examinations, in-service training, the placement of personnel throughout the library system, and the maintenance of personnel records. The official records and files of the library are maintained, and the information desk and switchboard in the Central Library are staffed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
25	\$160,345 00	\$8,402 00	\$2,577 00	\$415 00	\$171,739 00

Personal Services: Performance under this program is divided among the following sections:

Director's Office: Director and Librarian, Assistant Director, Assistant to the Director and Secretary of the Trustees, Assistant to the Director for Library Matters, and 3 Assistants.

Personnel Office: Assistant Director, 5 Assistants.

Records, Files and Statistics: Chief, 3 Assistants.

Information Office: Assistant Director, Chief, 3 Assistants.

Exhibits Office: Chief, 2 Assistants.

Temporary employees: Employment of part-time assistants, \$2,000.00.

Overtime: Compensation for services in excess of regular working hours, \$500.00.

Contractual Services: Telephone services, \$607.00; light, heat and power, \$3,500.00; servicing of office equipment, \$100.00; travel expenses and attendance at conventions, \$1,000.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$1,500.00; freight and express charges, \$20.00; printing and binding, \$1,500.00.

Supplies and Materials: Custodial supplies, \$440.00; medical supplies, \$25.00; postage, forms, cards and stationery, \$2,112.00.

Current Charges and Obligations: Rental of post office box, \$20.00; rental of postage meter, \$175.00; premium on surety bonds, \$220.00.

2. CIRCULATION OF BOOKS AND LIBRARY MATERIALS

The greater part of the general lending of books for home use takes place from the Open Shelf Department of Home Reading at the Central Library, the 26 branch libraries, and the 3 bookmobiles. The book collections of this division number approximately 729,000, constituting about one third of the total book holdings of the library.

The Open Shelf Department maintains in the Central Library a library for the general reader for home reading. Separate sections are provided for adults, young adults, and children, each of which has a Readers' Advisor for the guidance of the readers. This department has a total of approximately 66,000 books and other items on the shelves.

The branch libraries provide educational and recreational reading for adults, young adults, and children, and co-operate with community organizations, agencies, and educational institutions in their activities and programs. There are approximately 578,500 books and other items on the shelves of the branch libraries for issue to borrowers.

The bookmobiles provide reading for persons in those parts of the city which are distant from branch libraries. Each bookmobile has an approximate annual circulation of 143,000 books.

The Audio-Visual Department and branch libraries maintain approximately 12,000 recordings and 1,205 films. In 1960, 43,102 recordings were issued to borrowers, and there were 11,603 showings of films to an audience of 514,693.

Other important services performed by this program are the following:

Selection of books and materials for the home reading program.

Cataloging and classifying books and materials.

Regulation of borrowers, issuance of borrowers' cards, and charging and discharging all books and materials borrowed from the Central Library. There are approximately 188,000 borrowers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
267	\$1,373,399 00	\$139,771 00	\$241,110 00	\$39,859 00	\$1,794,139 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, Assistant to the Chief Librarian, Supervisor of the Home Reading Services, 3 Deputy Supervisors, Adult Librarian, Special Assistant, 5 Assistants, and Branch Librarian.

Open Shelf Department: Chief, 3 Readers Advisors, Administrative Assistant, Adults' Librarian, Young Adults' Librarian, Children's Librarian, 11 Assistants.

Branch Libraries: 27 Branch Librarians, 12 Adults' Librarians, 24 Children's Librarians, 3 Young Adults' Librarians, 7 Adults' Assistants, 77 Assistants, 16 Senior Building Custodians, 3 Cleaners.

Bookmobiles: Bookmobile Librarian, 2 Adults' Librarians, 1 Children's Librarian, 11 Assistants.

Audio-Visual Department: Chief, 5 Assistants.

Hospital Library Service: Hospital Librarian, 2 Assistants.

Book Selection Department: Chief, Adults' Librarian, 3 Assistants.

Cataloging and Classification Department: Chief, 5 Assistants.

Central Charging Records: Chief, Administrative Library Assistant, 20 Assistants.

Central Book Stack for Home Reading and Community Services:

Branch Issue: Chief, Adults' Librarian, 6 Assistants.

Temporary employment of extra assistants and storytellers on part-time basis, \$112,000.00.

Overtime: For services in excess of regular working hours, \$19,500.00.

Contractual Services: Telephone service, \$8,206.00; light, heat, and power, \$35,050.00; general repairs, \$34,000.00; servicing of equipment, \$1,000.00; travel expenses, \$1,000.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$5,500.00; freight and express charges, \$90.00; printing and binding, \$9,150.00; recording and judicial, \$1,600.00; garaging and maintenance of 3 bookmobiles, \$44,000.00.

Supplies and Materials: Heating supplies, \$14,000.00; laundry, cleaning, and custodial supplies, \$3,950.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$21,485.00; books, \$182,500.00; films, \$10,000.00; recordings, \$7,500.00; miscellaneous supplies and materials, \$1,650.00.

Current Charges and Obligations: Rental of 2 auto trucks, \$20,000.00; branch library rents, \$12,555.00; rental of equipment, \$175.00; periodical and newspaper subscriptions, \$6,909.00; insurance premiums, \$220.00.

3. REFERENCE AND RESEARCH SERVICES

The reference and research services of the library are located in the Central Library, with the exception of the Business Branch, which is located in the Edward Kirstein Memorial Library Building in City Hall Avenue. The book collections of this division number approximately 1,433,500, constituting about two thirds of the total book holdings of the library.

The Book Stack Service provides public reference service for the 656,000 books available in the general book stack collections.

The other departments under this program provide reference and bibliographical service in their respective fields for the 777,500 volumes in their collections.

The Book Selection and Cataloging and Classification Departments are responsible for the selection of research and reference books and materials and for their cataloging and classification subsequent to acquisition. In 1960, 15,882 books and other items were cataloged and classified; 42,202 Library of Congress cards were processed; and 58,800 cards were processed on a duplicating machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
138	\$778,556 00	\$46,806 00	\$14,437 00	\$23,358 00	\$50,000 00	\$913,157 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, 5 Assistants.

Book Selection Department: Chief, Assistant.

Book Stack Service: Assistant-in-Charge, Assistant Fifth Step, Executive Assistant, 26 Assistants.

Cataloging and Classification Department: Chief, 3 Catalogers and Classifier, 2 Catalogers, 18 Assistants.

Fine Arts Department: Coordinator of the Fine Arts and Curator of the Picture Collection, Curator of Fine Arts, Reference Librarian, 6 Assistants.

General Reference Department and Public Catalog: Chief and Curator of Public Catalog, Reference Librarian, 5 Assistants.

History Department: Coordinator of the Humanities and Curator of History, Reference Librarian, 3 Assistants.

Maps Department: Curator of Maps.

Music Department: Reference Librarian, 3 Assistants.

Kirstein Business Branch: Business Branch Librarian, 2 Reference Librarians, 10 Assistants, Senior Building Custodian.

Library Department — Continued

Periodical and Newspaper Department: Coordinator of General Reference Services and Curator of Periodicals and Newspapers, Reference Librarian, 6 Assistants.

Print Department: Keeper of Prints, 3 Assistants.

Rare Book Department: Keeper of Rare Books and Editor of Publications, Cataloger and Classifier, 2 Reference Librarians, 3 Assistants.

Science and Technology Department: Curator of Engineering Sciences, 7 Assistants.

Social Sciences Department: Coordinator of the Social Sciences and Curator of the Social Sciences.

Government Documents Department: Curator of Government Documents, Reference Librarian, 3 Assistants.

Education Department: Curator of Education, Reference Librarian, 2 Assistants.

Temporary Employment: Extra Assistants, \$52,000.00.

Overtime: For services in excess of regular working hours, \$8,500.00.

Contractual Services: Telephone service, \$3,906.00; light, heat, and power, \$18,760.00; general repairs, \$11,000.00; servicing of equipment \$500.00; travel expenses, \$1,000.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$8,000.00; freight and express charges, \$90.00; engineering fees, \$800.00; printing and binding, \$2,175.00; recording and judicial, \$400.00.

Supplies and Materials: Laundry, cleaning, and custodial supplies, \$2,640.00; medical supplies, \$25.00; postage, forms, cards, and stationery \$11,172.00; general operating supplies and materials, \$600.00.

Current Charges and Obligations: Periodical and Newspaper subscriptions, \$13,818.00; rental New England Deposit Library, \$9,145.00; rental of equipment, \$175.00; insurance premiums, \$220.00.

Equipment: Library books for reference and research, \$50,000.00.

4. BUSINESS OPERATION AND BUILDING MAINTENANCE

All of those aspects of the library's activities that are not primarily of a purely bibliothecal nature, and are not provided for otherwise, are assigned to the Business Operations Division.

The Accounting Department maintains the accounting operations of the library, both for the city funds and trust funds; prepares payrolls; and processes all drafts for payment of bills.

The Materials Office is responsible for the purchase of library books and materials and their preparation for use including repairs and binding. Over 100,000 books, newspapers, films, recordings, and other items are purchased annually; it receives all materials and carries out the daily shipping and receiving program between the Central Library and the branches. It is also responsible for the housing, maintenance of records, and intramural filling of orders for stock and supplies.

The Building Department is responsible for the maintenance of buildings and grounds. The Central Library contains approximately 420,000 square feet of space, and the branch libraries contain approximately 124,000 square feet of space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
117	\$567,700 00	\$46,321 00	\$21,001 00	\$2,618 00	\$637,640 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: 2 Deputy Assistants to the Director, Assistant to the Division Head, 2 Assistants.

Accounting Department: Principal Accountant, 2 Accountants, 3 Clerical Employees.

Book Purchasing Department: Chief, Book Purchasing Assistant, 12 Assistants.

Book Preparation Department: Chief, Book Preparation Librarian, Book Preparation Assistant, 9 Assistants.

Binding Department: Chief, Bindery Foreman, Finisher, 8 Forwarders, Working Forelady of Bindery Sewers, 8 Sewers.

Shipping and Receiving Section: 3 Clerical Employees.

Stock and Supplies Section: 2 Clerical Employees.

Buildings Department: Superintendent of Library Buildings, 2 Working Foremen, Head Electrician, 14 Mechanics, 36 Custodial Workers Clerical Employee.

Temporary Employees: Employment of Temporary Help, \$14,000.00.

Overtime: For Hourly Cleaners and Sunday Workers, \$21,500.00.

Contractual Services: Telephone service, \$3,581.00; heat, light, and power, \$13,690.00; repairs and maintenance of equipment, \$3,400.00; travel expenses, \$1,000.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$7,000.00; freight and express charges, \$200.00; printing, \$675.00; watchman service, \$16,275.00; miscellaneous contractual services, \$325.00.

Supplies and Materials: Gas and oil for the snowplow, \$25.00; laundry, cleaning, and custodial supplies, \$2,970.00; medical supplies, \$25.00; postage, cards, forms, and stationery, \$5,231.00; miscellaneous supplies and materials, \$12,750.00.

Current Charges and Obligations: Rental of equipment, \$175.00; insurance, \$213.00; work uniforms, \$2,200.00; miscellaneous, \$30.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	25	\$160,345 00	\$8,402 00	\$2,577 00	\$415 00	—	\$171,739 00
2. Circulation of Books and Library Ma- terials	267	1,373,399 00	139,771 00	241,110 00	39,859 00	—	1,794,139 00
3. Reference and Research Services	138	778,556 00	46,806 00	14,437 00	23,358 00	\$50,000 00	913,157 00
4. Business Operation and Building Main- tenance	117	567,700 00	46,321 00	21,001 00	2,618 00	—	637,640 00
TOTALS	547	\$2,880,000 00	\$241,300 00	\$279,125 00	\$66,250 00	\$50,000 00	\$3,516,675 00

PARKS AND RECREATION DEPARTMENT

1-11-00

The Parks and Recreation Department is under the general direction of a commission composed of 5 members. The chairman is the only salaried member; the other 4 members serve without pay. Commission is responsible for care, operation, maintenance, and improvements of all parks and recreational facilities and of all city-owned cemeteries. The department's activities are carried on by 2 divisions, and a summary of the divisional appropriations is given below.

Title	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Parks & Recreation Department	\$3,662,948 68	\$3,691,370 39	\$3,396,146 00	\$3,499,633 00	\$3,316,486 00	
Cemetery Division	359,589 32	377,546 52	176,795 00	402,661 00	— *	
TOTALS	\$4,022,538 00	\$4,068,916 91	\$3,572,941 00	\$3,902,294 00	\$3,316,486 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$3,083,810 77	\$3,083,489 63	\$2,722,714 00	\$2,909,979 00	\$2,601,000 00	
—Contractual Services	328,447 53	361,027 79	298,145 00	299,268 00	261,295 00	
—Supplies & Materials	319,797 55	312,860 34	309,925 00	301,161 00	277,075 00	
—Current Charges & Oblig's	9,703 12	10,020 20	12,157 00	9,425 00	8,855 00	
—Equipment	36,735 46	51,928 06	40,000 00	28,461 00	3,261 00	
—Structures & Improvements	29,440 67	10,642 04	30,000 00	130,000 00	45,000 00	
—Land & Nonstructural Improvements to Land	214,602 90	238,948 85	160,000 00	224,000 00	120,000 00	
TOTALS	\$4,022,538 00	\$4,068,916 91	\$3,572,941 00	\$3,902,294 00	\$3,316,486 00	

* Operating costs will be paid from the income from Trust Funds and departmental revenue.

PARKS AND RECREATION DEPARTMENT

1-11-41

The Parks and Recreation Department is responsible for the development and operation of a park and recreation system for the residents of Boston and the hundreds of thousands of visitors to the city. In addition to the physical facilities which the department operates, it develops a broad program of recreation for all age groups of the community, preserves and replaces trees on the streets of the city, and cares for the active and historical cemeteries in the custody of the city.

The department is responsible for the care and operation of 2,711 acres of parks, playgrounds, and squares; 1 miles of driveways and roadways; 73.98 miles of walks; 7.93 miles of bridle paths; 131.4 acres of ponds and rivers; 82 public squares; 122 playgrounds, 47 of which have field houses; 13 recreation centers; 14 greenhouses; 2 public golf courses, of which has a clubhouse; 2 outdoor and 2 indoor swimming pools; 2 solariums; 16 public bath houses; 3 public bathing beaches; 1 main office building and 1 recreation office building; and 100 other buildings including shops, field houses, etc. and 19 cemeteries, three with office buildings and two with maintenance buildings.

A — BUDGET SUMMARY

Group	1958		1959		1960		1961 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . . .	\$2,818,466	77	\$2,812,162	77	\$2,649,014	00	\$2,628,373	00	\$2,601,000	00
2—Contractual Services . . .	309,981	56	337,253	00	281,645	00	275,793	00	261,295	00
3—Supplies & Materials . . .	302,454	23	300,219	84	293,400	00	278,851	00	277,075	00
4—Current Charges & Oblig's	9,479	00	9,737	50	12,087	00	9,355	00	8,855	00
5—Equipment	14,548	34	17,551	57	10,000	00	3,261	00	3,261	00
7—Structures & Improvements	29,440	67	10,642	04	30,000	00	130,000	00	45,000	00
8—Land & Nonstructural Improvements to Land .	178,578	11	203,803	67	120,000	00	174,000	00	120,000	00
TOTALS	\$3,662,948	68	\$3,691,370	39	\$3,396,146	00	\$3,499,633	00	\$3,316,486	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961	\$115,012 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities, including preparation and administration of the budget, collection of fees and other revenues, processing of all personnel actions, auditing time records and preparation of payroll, requisitioning of supplies and equipment, and maintaining storehouse for their receipt and distribution.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
17	\$89,365 00	\$13,353 00	\$28,630 00	\$6,775 00	\$1,075 00	\$139,198 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Commissioner of Parks and Recreation.

Administrative Services Section: Administrative Assistant, Senior Personnel Officer, 8 Clerical Employees, 2 Telephone Operators, Junior Building Custodian, Collector, Matron, Clerk and Photographer. Overtime, \$2,000.00.

Contractual Services: Communication, telephone, telegraph, messenger, \$4,600.00; electricity, \$1,000.00; gas, \$2,400.00; repairs and maintenance of buildings and structures, carpentry, \$500.00; electrical, \$500.00; plumbing and heating, \$400.00; elevator inspection, \$978.00; repairs to office machines, \$300.00; transportation, conventions, \$650.00; travel, automobile, and carfare, \$1,600.00; miscellaneous, cleaning, freight, printing, \$425.00.

Supplies and Materials: Food supplies, \$300.00; heating supplies, \$25,080.00; household and custodial, \$250.00; postage, \$500.00; office supplies, forms, cards, stationery, \$2,000.00; building supplies, \$500.00.

Current Charges and Obligations: Rental Parkman House, \$6,000.00; rental of clock, Western Union, \$21.00; rental Boston & Maine railroad pole, \$1.00; dues and subscriptions, \$303.00; insurance, \$450.00.

Equipment: Typewriters, adding machine, \$950.00; library, city directory, \$125.00.

2. PLANNING AND SUPERVISING CONSTRUCTION OF DEPARTMENT STRUCTURES AND FACILITIES

Plans programs for the development and maintenance of existing and additional park facilities. Preparation of capital budget estimates. Supervision and inspection of works projects to assure compliance with plans and specifications of contract. Approval of vouchers for payment for work performed satisfactorily. Maintains records and plans of parks and facilities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
11	\$66,236 00	\$3,600 00	\$300 00	\$70,136 00

Personal Services: Engineering Division: Chief Engineer, Principal Civil Engineer, 2 Assistant Civil Engineers, 2 Senior Civil Engineers, 3 General Construction Inspectors, Parks and Recreation Contract Supervisor, 1 Building Maintenance Supervisor. Overtime, \$1,000.00.

Contractual Services: Repairs, drafting equipment, \$200.00; blueprinting and duplicating services, \$1,400.00; professional and technical services, \$1,500.00; advertising and posting, \$500.00.

Supplies and Materials: Office supplies and materials, \$300.00.

3. MAINTENANCE OF BUILDINGS, PARKS, PLAYGROUNDS, AND ROADWAYS

General administrative supervision and direction of maintenance activities. Maintenance and repair of the interior and exterior of buildings and structures, including plumbing and heating. Repair of departmental and other automotive equipment. Maintains through 3 district units all parks, playgrounds, play areas, and field houses; marks and lays out athletic fields for sport activities; cleans and maintains park roadways on a year round basis, including snow removal.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Improvements	Total
265	\$851,935 00	\$130,012 00	\$87,425 00	\$180 00	\$1,636 00	\$25,000 00	\$74,000 00	\$1,170,188 00

Personal Services: General Superintendent of Park Maintenance, 2 General Foremen of Mechanics and Craftsmen, 4 General Foremen of Park Maintenance, Maintenance Mechanic Foreman, Painter Foreman, 9 Park Maintenance Foremen, Supervising Stadium Custodian, Sign Painter and Letterer, Electrician, Third-Class Stationary Engineer, 5 Heavy Motor Equipment Operators, 26 Maintenance Mechanics, 5 Gardeners, Yardman, Aquarium Attendant, 7 Motor Equipment Operators, 35 Park Keepers, 11 Park Maintenance Men, 104 Laborers, 48 Matrons. Temporary, \$4,890.00. Overtime, \$16,000.00.

Contractual Services: Communications, telephone, \$3,300.00; electricity, \$11,200.00; gas, \$200.00; repairs and maintenance of buildings and structures, carpentry, \$4,800.00; electrical, \$6,000.00; plumbing and heating, \$14,022.00; painting, \$12,500.00; repairs to water and sewer systems, \$5,500.00; construction and repair of chain link fences, \$17,000.00; underpass Commonwealth avenue, \$400.00; miscellaneous repairs, \$3,000.00; repairs granolithic sidewalks, \$7,000.00; roofing and masonry, \$3,500.00; services: machinery and tools, \$1,000.00; repairs to oil burner, \$3,700.00; refill brooms, \$800.00; transportation, carfares, automobile, \$1,500.00; maintenance, convenience station, Boston Common, \$5,870.00; displaying flags on holidays, etc., \$2,970.00; erecting flagpoles, \$3,000.00; loaming and grading, \$14,000.00; cement work, bleachers, \$1,000.00; cleaning catch basins, \$4,250.00; cleaning park areas, \$1,500.00; miscellaneous, \$2,000.00.

Supplies and Materials: Laundry, cleaning, and custodial supplies, \$3,625.00; paper towels for golf course, \$200.00; dustpans, brushes, mops, etc., \$1,350.00; medical supplies, \$250.00; building supplies, \$30,500.00; general operating supplies, \$13,000.00; repair parts, non-automotive, \$6,000.00; tools and instruments, \$3,700.00; wearing apparel, \$200.00; public works supplies, \$4,500.00; landscaping supplies, \$22,800.00; supplies for golf course, \$1,300.00.

Current Charges and Obligations: Storage of playground equipment, \$180.00.

Equipment: National and city flags, \$636.00; hand lawn mowers, \$1,000.00.

Structures and Improvements:	\$25,000 00
Arnold Arboretum—roadways	\$10,000 00
Franklin park Dairy Road—reshaping and resurfacing	10,000 00
Repairs to park roadways	5,000 00

Land and Non-Structural Improvements to Land	\$74,000 00
Mission Hill Playground redevelopment	
Sorrento Street	
William Carter Playground	
Franklin Square—reconstruct walks	
East Boston Stadium—track repairs	

4. OPERATION AND MAINTENANCE OF AUTOMOTIVE EQUIPMENT

Maintenance and repair of all registered motor vehicles, which include 47 trucks, 14 passenger cars, 16 tractors, 3 jeeps, 3 platform trailers, 2 bucket loaders, 2 road sweepers, and 1 motorcycle. Also maintenance and repair of snow removal equipment. Operation of a garage; storage and issue of gasoline and lubricants. Maintains records showing usage of vehicles, mileage, and operating costs. Arranges for repairs to vehicles by commercial agencies.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
37	\$155,393 00	\$24,200 00	\$29,900 00	\$1,300 00	\$210,793 00

Personal Services: Superintendent of automotive maintenance, 2 Crane Operators, 3 Motor Equipment Repairmen, 13 Heavy Motor Equipment Operators, 15 Motor Equipment Operators, 2 Garage Attendants, Driver Training Inspector. Overtime, \$3,000.00.

Contractual Services: Repair and servicing of automotive equipment, \$21,100.00; welding services, \$3,000.00; exterminating services, \$100.00.

Supplies and Materials: Gasoline and diesel oil, \$19,000.00; lubricating oils and greases, \$1,400.00; tires and tubes, \$2,600.00; miscellaneous repair parts, \$4,000.00; fuel, \$2,500.00; tools and instruments, \$400.00.

Current Charges and Obligations: Rental of coveralls and cleaning, \$1,300.00.

Parks and Recreation Department — Continued

5. DESIGN, PROPAGATION, AND CARE OF PLANTS, SHRUBS, TREES, AND LAWNS

Maintenance of 14 greenhouses for the propagation of horticultural items for use in parks and for city celebrations and the observance of historic dates; designs and plans all floral displays, conducts experiments, and makes recommendations relative to the purchase and use of agricultural supplies and equipment.

Care and maintenance of all trees on city streets and on park property; plants, sprays, prunes, and removes trees which create a hazard; maintains a tree nursery; and prepares and keeps current a master plan for the removal, replacement, and planting of trees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Land and Non- structural Improvements to Land	Total
79	\$340,731 00	\$46,630 00	\$45,120 00	\$30,900 00	\$462,481 00

Personal Services: Performance under this program is divided among the following sections:

Horticultural Section: Superintendent of Horticulture, 1 Foreman of Horticulture, 4 Senior Gardeners, 37 Gardeners, 2 Laborers, 2 Foremen of Greenhouse, 2 Matrons, Park Maintenance Man, 2 Principal Greenhouse Workers.

Tree Section: General Foreman Tree Maintenance, 2 Tree Maintenance Foremen, 2 Tree Maintenance Inspectors, 21 Tree Climbers, 1 Heavy Motor Equipment Operator. Overtime, \$17,000.00.

Contractual Services: Telephone, \$1,000.00; electricity, \$5,900.00; gas fuel, \$150.00; repairs and maintenance of buildings and structures—carpentry, \$1,000.00; plumbing and heating, \$2,300.00; electrical, \$1,000.00; roofing and masonry, \$1,000.00; repairs and servicing of machinery and tools, \$1,000.00; oil burners, \$750.00; welding, \$1,000.00; transportation of persons, \$600.00; exterminating services, \$300.00; Christmas decorations, \$6,000.00; erection of Christmas trees, \$4,500.00; cleaning catch basins, \$750.00; trimming trees, \$19,380.00.

Supplies and Materials: Heating supplies, \$12,420.00; cleaning and custodial, \$100.00; building supplies, \$5,000.00; general operating supplies, \$4,500.00; repair parts, non-automotive, \$1,800.00; tools and instruments, \$1,800.00; agricultural supplies, grass seed, \$2,000.00; fertilizer, \$3,000.00; loam, \$6,500.00; trees and shrubs, \$2,000.00; spraying material, \$4,000.00; sod, \$2,000.00.

Land and Non-Structural Improvements to Land:

Removal of trees afflicted with Dutch Elm disease	\$15,000 00
Planting and replacement of trees	15,000 00
	<u>\$30,000 00</u>

6. DIRECTION AND OPERATION OF RECREATIONAL PROGRAMS AND FACILITIES

Plans, conducts, and supervises a recreational program in 124 playgrounds and 13 recreation centers for all age groups in many types of athletics, arts and crafts, dramatics, boating, dancing, and special events; allocates and issues permits for use of athletic fields; operates a supply section for recreational supplies and equipment.

Operates and maintains two outdoor swimming and diving pools and 3 wading pools, 16 public baths, 2 indoor swimming pools, and 3 public bathing beaches. The division operates a laundry and sewing room for making, repairing, and cleaning towels for all bath and swimming facilities.

Maintains 2 18-hole golf courses, 1 golf house building, and 1 club house. The golf courses are open from March 15 to November 15 for play, and 1 golf house is open all year for meetings and celebrations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Non- structural Improvements to Land	Total
188	\$1,097,340 00	\$43,500 00	\$85,700 00	\$600 00	\$550.00	\$20,000 00	\$16,000 00	\$1,263,690 00

Personal Services: Performance under this program is divided among the following sections:

Recreation Division: Director of Recreation, First Deputy Director of Recreation, Deputy Director of Recreation (boxing), 6 Deputy Directors of Recreation, Superintendent of Recreation, 2 Recreation Program Directors, Supervisor of Recreation Equipment, 1 Recreation Supervisors, Supervisor of Senior Citizens Activities, Assistant to Recreation Director, 8 Senior Recreation Instructors, Principal Clerk and Typist, Public Boating Manager, Public Relations Representative, 5 Recreation Instructors, Laborer, 5 Recreation Aid and Accompanists.

Baths Division: Superintendent of Baths, Supervisor of L Street Baths, Assistant Superintendent of Baths, Foreman of Baths, Supervisor of Swimming, Building Maintenance Supervisor, Second-Class Stationary Engineer, 6 Senior Bath Custodians, 9 Third-Class Stationary Engineers, 2 Steam Firemen, Principal Park Matron, 3 Swimming Instructors, Gardener, 7 Bath Custodians, Storekeeper, 3 Park Maintenance Men, Motor Equipment Operator, 28 Bath Attendant and Laborers, 45 Laborers, 21 Matrons.

Golf Course Section: Golf Course Supervisor, 2 Golf Course Foremen, 1 Superintendent Golf Club Houses, Caddy Master, Golf Starter, Golf Course Attendant, 2 Golf Course Workers, 3 Matrons.

Temporary Employees: \$327,110.00 to provide for personnel to conduct seasonal recreational athletic events, and supervise bathing facilities. Overtime, \$1,000.00.

Contractual Services: Telephone, \$3,600.00; electricity, \$12,000.00; gas fuel, \$150.00; repairs and maintenance of buildings and structures—carpentry, \$1,500.00; electrical, \$2,000.00; plumbing and heating, \$2,000.00; painting swimming pools, \$4,100.00; repair and servicing of oil burners, \$1,050.00; boats and boating equipment, \$1,100.00; transportation: convention, \$300.00; employees cars and carfare, \$3,500.00; participants recreation events, \$850.00; handicapped children, \$4,000.00; exterminating, \$300.00; metal checks for baths and beaches, \$1,500.00; furnishing and engraving trophies, \$3,500.00; services of broadcaster, \$250.00; hire of pianist, \$1,000.00; special sound equipment, \$500.00.

Supplies and Materials: Heating supplies, \$25,000.00; household supplies and materials—disinfectants, soap, mops, pails, etc., \$4,400.00; towels for L Street solarium, \$450.00; cleaning supplies, \$400.00; medical supplies, \$750.00; postage, \$1,700.00; office supplies, forms, stationery, etc., \$1,500.00; building supplies and materials, \$1,000.00; general operating supplies, \$500.00; repair parts, non-automotive, \$900.00; tools and instruments, \$1,100.00; wearing apparel, \$600.00; fig leaves, for L Street, \$2,500.00; golf course, \$250.00; recreation supplies, 11 recreation centers, \$4,900.00; 150 playgrounds, \$18,750.00; annual city-wide Halloween program, \$8,000.00; May Day, Christmas, Golden Age Programs, \$5,000.00.

Current Charges and Obligations: Rental of chairs, \$600.00.

Equipment: Boating oars and oarlocks, \$550.00.

Structures and Improvements:

Building Improvements: Refectory building, \$10,000.00; L Street baths, painting and repairs, \$10,000.00.

Land and Non-Structural Improvements to Land: Playground apparatus, \$10,000.00; track repairs, East Boston, \$6,000.00.

D—PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equip- ment	Structures Improve- ments	Land and Non-struc- tural Im- provements to Land	Total
Administrative and Gen- eral Services	17	\$89,365 00	\$13,353 00	\$28,630 00	\$6,775 00	\$1,075 00	—	—	\$139,198 00
Planning and Supervis- ing Construction of De- partment Structures and Facilities	11	66,236 00	3,600 00	300 00	—	—	—	—	70,136 00
Maintenance of Build- ings, Parks, Play- grounds, and Roadways	265	851,935 00	130,012 00	87,425 00	180 00	1,636 00	\$25,000 00	\$74,000 00	1,170,188 00
Operation and Mainte- nance of Automotive Equipment	37	155,393 00	24,200 00	29,900 00	1,300 00	—	—	—	210,793 00
Design, Propagation, and Care of Plants, Shrubs, Trees, and Lawns	79	340,731 00	46,630 00	45,120 00	—	—	—	30,000 00	462,481 00
Direction and Operation of Recreational Pro- grams and Facilities . .	188	1,097,340 00	43,500 00	85,700 00	600 00	550 00	20,000 00	16,000 00	1,263,690 00
TOTALS	597	\$2,601,000 00	\$261,295 00	\$277,075 00	\$8,855 00	\$3,261 00	\$45,000 00	\$120,000 00	\$3,316,486 00

CEMETERY DIVISION, PARKS AND RECREATION DEPARTMENT

1-13-21

The Cemetery Division is responsible for the operation and care of 3 active and 16 inactive cemeteries within the city area. The inactive cemeteries are mostly historical in nature and are visited by thousands of residents and tourists annually, as they contain the graves of many famous personages of the city and of the nation. The active cemeteries embrace a total area of 188 acres, and the inactive, 22 acres.

A — BUDGET SUMMARY

Group	1958		1959		1960		1961 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$265,344 00		\$271,326 86		\$73,700 00		\$281,606 00	\$37,000 00	
2—Contractual Services . . .	18,465 97		23,774 79		16,500 00		23,475 00	20,200 00	
3—Supplies & Materials . . .	17,343 32		12,640 50		16,525 00		22,310 00	17,835 00	
4—Current Charges & Oblig's . . .	224 12		282 70		70 00		70 00	70 00	
5—Equipment	22,187 12		34,376 49		30,000 00		25,200 00	200 00	
8—Land & Nonstructural Improvements to Land . . .	36,024 79		35,145 18		40,000 00		50,000 00	50,000 00	
TOTALS	\$359,589 32		\$377,546 52		\$176,795 00		\$402,661 00	\$125,305 00*	

* Recommended allowance to be paid directly from departmental revenues.

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$160,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Audits time records, prepares payrolls and maintains consolidated records of sales of grave lots and interments. Acts as the supply agency for the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$14,279 00	\$300 00	\$625 00	\$30 00	\$120 00	\$15,354 00

Personal Services: 2 Supervisors of Cemeteries, Head Clerk, 2 Clerical Employees. Overtime allowance, \$200.00, Memorial Day.

Contractual Services: Advertising, \$25.00; binding vital cemetery records, \$275.00.

Supplies and Materials: Forms, cards, stationery, \$375.00, postage, \$250.00.

Current Charges and Obligations: Premium, surety bond, \$30.00.

Equipment: Library, \$120.00.

2. CARE AND OPERATION OF CEMETERIES

Responsible for the general maintenance of graves, grounds, and buildings, the sale of grave lots, arrangements for perpetual care, and maintenance of records of all interments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
61	\$22,721 00	\$19,900 00	\$17,210 00	\$40 00	\$80 00	\$50,000 00	\$109,951 00

Personal Services: 4 Cemetery Foremen, 5 Equipment Operators, 2 Mechanics, Gardener, Gardener's Helper, 36 Grave Diggers, 5 Laborers, Chapel Custodian, Principal Clerk, Matron, 4 Heavy Motor Equipment Operators. Overtime allowance, \$17,800.00, services, Saturdays, Sundays, and Holidays.

Contractual Services: Telephone service, \$1,000.00; electricity, \$1,000.00; repairs carpentry, \$400.00; electrical, \$600.00; roofing, plumbing and steamfitting, \$600.00; repairs cemetery buildings, \$8,400.00; repair and servicing automotive equipment, \$2,000.00; servicing office equipment, \$50.00; repairs cemetery equipment, \$2,450.00; allowance for use of personal automobile, \$700.00; miscellaneous tree work, planting and trimming at the various cemeteries and service of dynamite man for blasting, repairs to flag poles, etc., \$2,600.00; printing, binding, \$100.00.

Supplies and Materials: Gasoline and diesel oil, \$2,100.00; lubricating oils and greases, \$200.00; tires and tubes, \$900.00; miscellaneous automotive parts and accessories, \$400.00; food supplies, \$150.00; fuel and heating supplies, \$3,000.00; cleaning and custodial supplies, \$75.00; forms, cards, stationery, \$375.00; building supplies and materials, \$600.00; general operating supplies, \$100.00; repair parts, nonautomotive, \$1,600.00; tools and instruments, \$600.00; rubber gloves and boots, \$100.00; public works supplies, \$1,000.00; loam, grass seed, fertilizer, trees, shrubs, \$6,000.00; medical supplies, \$10.00.

Current Charges and Obligations: Premium on bonds, \$40.00.

Equipment: Library, \$80.00.

Land and Improvements: **Mt. Hope Cemetery:** Extend and develop World War I and World War II Sections, \$6,000.00; Cedar Grove Section (perpetual care), \$9,000.00; Section J, \$5,000.00; construction and reconstruction of roads, \$8,000.00. **Fairview Cemetery:** Develop new section for Welfare Department burials, \$7,000.00; construction and resurfacing of roads, \$8,000.00. **Evergreen Cemetery:** Developing new section, \$4,000.00; constructing and resurfacing road, \$3,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
Administrative and General Services	5	\$14,279 00	\$300 00	\$625 00	\$30 00	\$120 00	—	\$15,354 00
Care and Operation of Cemeteries	61	22,721 00	19,900 00	17,210 00	40 00	80 00	\$50,000 00	109,951 00
TOTALS	66	\$37,000 00	\$20,200 00	\$17,835 00	\$70 00	\$200 00	\$50,000 00	\$125,305 00

EXECUTIONS OF COURT, DAMAGE CLAIMS AND REIMBURSEMENTS

1-13-31

This appropriation covers expenditures which arise through court and other legal actions involving settlements of awards for damages to persons and property.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Executions of Court . . .	\$516,353 46	\$498,768 26	\$500,000 00	\$550,000 00	\$450,000 00	

WORKMEN'S COMPENSATION SERVICE

1-13-41

Employees who receive injury in the course of, or arising out of, their employment will receive under existing law a standard schedule of payments during the period of absence from regular duties. This division investigates all accidents in which employees are involved, determines the amount and extent of payments that may be allowed, and, in the case of appeals, represents the interest of the City of Boston and the County of Suffolk before the Industrial Accident Board. The Board is also charged with performing physical examinations for applicants for employment. The total number of city and county employees covered by the act is approximately 18,500. It is estimated that in 1961 approximately 1,500 accident reports will be processed.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$40,473 41	\$41,161 23	\$42,101 00	\$41,756 00	\$41,756 00	
2—Contractual Services . . .	201 28	208 04	150 00	300 00	250 00	
3—Supplies & Materials . . .	396 52	484 04	400 00	400 00	400 00	
4—Current Charges & Oblig's	28 50	28 50	35 00	30 00	30 00	
TOTALS . . .	\$41,099 71	\$41,881 81	\$42,686 00	\$42,486 00	\$42,436 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

Investigation and determination of compensation allowances arising out of accidents to employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$41,756 00	\$250 00	\$400 00	\$30 00	\$42,436 00

Personal Services: Medical Director, Workmen's Compensation Agent, Senior Legal Assistant, 2 Principal Law Clerks and Investigators, Industrial Nurse, 2 Clerical Employees.

Contractual Services: Travel expenses, \$250.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Subscriptions to Medical Journal and Wright & Potter Advance Sheets, \$30.00.

WORKMEN'S COMPENSATION

1-13-42

The Workmen's Compensation appropriation covers all payments to injured employees who sustained their injury in the course of their employment. These payments include workmen's compensation, dependents' payments, lump sum payments, hospital charges, physicians' fees, ambulance fees, medicines, etc.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Workmen's Compensation . . .	\$221,756 58	\$223,029 32	\$215,000 00	\$230,000 00	\$225,000 00	

CITY RECORD, PUBLICATION OF

1-13-61

The City Record Department edits and prepares the *City Record* for publication, accounts for revenues received, and supervises the distribution of the publication.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$9,069 75	\$9,386 55	\$9,696 00	\$9,906 00	\$9,906 00	
—Contractual Services . .	53,345 66	46,001 14	45,000 00	45,000 00	45,000 00	
—Supplies & Materials . .	—	65 62	150 00	150 00	150 00	
—Equipment	87 50	80 00	150 00	150 00	150 00	
TOTALS	\$62,502 91	\$55,533 31	\$54,996 00	\$55,206 00	\$55,206 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$20,000 00

C — PROGRAM

1. PUBLICATION OF CITY RECORD

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$9,906 00	\$45,000 00	\$150 00	\$150 00	\$55,206 00

Personal Services: Editor, Associate Editor.

Contractual Services: Printing, binding, mailing, and ruling, \$45,000.00.

Supplies and Materials: Office supplies, \$150.00.

Equipment: City Directory, \$85.00; library books, \$65.00.

PENSIONS AND ANNUITIES — CITY

1-13-74

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major city departments is given in the following tabulation:

Police Department	\$1,975,000 00
Fire Department	1,650,000 00
Public Works Department	975,000 00
Hospital Department	185,000 00
Parks and Recreation Department	165,000 00
Health Department	130,000 00
Administrative Services Department	75,000 00
Real Property Department	45,000 00
Assessing Department	60,000 00
Building Department	35,000 00
Auditing Department	30,000 00
Library Department	65,000 00
Veterans' Services Department	15,000 00
Welfare Department	25,000 00
Boston Traffic Department	20,000 00
All other departments	50,000 00
TOTAL	\$5,500,000 00

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approve
				Requested by Department	Recommended by Mayor	
Special Appropriation: Pensions and Annuities	\$5,012,231 22	\$5,154,340 85	\$5,375,000 00	\$5,575,000 00	\$5,500,000 00	

SNOW REMOVAL

1-23-31

This appropriation provides for the purchase of sand and salt, and the sanding and salting of icy streets by district yard forces. It also includes the plowing and hauling of snow by contractors, under the supervision of the various district foremen; and also the cubic yard removal of snow by contractors in the various cubic yard contract areas.

The purchasing of snow loaders, blades, shovels, and repair parts for snow removal equipment is also included in this appropriation.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approve
				Requested by Department	Recommended by Mayor	
Special Appropriation: Snow Removal	\$782,531 23	\$402,938 94	\$360,000 00	\$480,491 00	\$400,000 00	
Public Works Department				\$443,491 00	\$370,000 00	
Parks and Recreation Department				37,000 00	30,000 00	
TOTALS				\$480,491 00	\$400,000 00	

BOSTON REDEVELOPMENT AUTHORITY

1-71-61

The Authority was organized under chapter 121 of the General Laws. It has the sole responsibility for urban renewal projects in the city. Chapter 199, Acts of 1958, amended the law to permit cities to appropriate money for the purpose of aiding Redevelopment Authorities. Chapter 652 of the Acts of 1960 transferred the function of the Boston City Planning Board to the Redevelopment Authority.

The entire cost of making studies, preparing plans and estimates for non-Federal projects is a local expenditure.

The proposed budget includes the cost of personnel and services ineligible for Federal financial participation.

A — BUDGET SUMMARY

Group	1958* Expenditures	1959* Expenditures	1960* Appropriations	1961 Budget		Approved
				Requested by Department*	Recommended by Mayor	
1—Personal Services	\$178,827 54	\$255,902 96	\$254,920 00	\$232,098 00	\$143,474 00	
2—Contractual Services . . .	10,451 55	55,533 45	44,861 00	41,885 00	41,885 00	
3—Supplies & Materials . . .	2,332 04	7,259 28	6,700 00	2,293 00	2,293 00	
4—Current Charges & Oblig's .	1,069 60	1,286 05	710 00	18,757 00	16,729 00	
5—Equipment	3,991 42	4,250 41	6,200 00	4,670 00	4,670 00	
TOTALS	\$196,672 15	\$324,232 15	\$313,391 00	\$299,703 00	† \$209,051 00	

† This total does not include the sum of \$60,000.00 appropriated January 11, 1961.

* Figures represent combined totals of Boston Redevelopment Authority and Boston City Planning Board for 1958, 1959, 1960 and 1961 requests.

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. DEVELOPMENT ADMINISTRATION

Includes overall management and administration of planning and programming for urban renewal and other development programs.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
11	*\$16,875 00	\$12,000 00	\$1,813 00	\$30,688 00

Personal Services: Deputy Development Administrator, Director of Administrative Management, Legal Officer, Personnel Assistant, Budget Assistant, Legal Assistant, 4 Secretaries, Legal Secretary.

* Prorated City share of salaries for Work Activities ineligible for Federal Aid. Remainder of salary from project expenditures.

Contractual Services: Probable Reuse appraisals, \$8,000.00; City share of URA demonstration grant on business relocation, \$4,000.00.

Current Charges and Obligations: Pension Accumulation Fund, \$1,813.00.

2. PLANNING

Includes the making of plans and programs for the development of the city as a whole and areas and neighborhoods thereof including plans for urban renewal.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
30	\$120,089 00	\$10,643 00	\$2,200 00	\$14,340 00	\$4,670 00	\$151,942 00

Personal Services: Planning Administrator, Director of Transportation Planning, Director of Comprehensive Planning, Director of Planning, Traffic Engineer, 2 Chief Planners, 2 Chief Planning Analysts, 4 Principal Planners, Principal Planning Analyst, 3 Senior Planners, 2 Senior Planning Analysts, 3 Junior Planners, 2 Junior Planning Analysts, Head Clerk, Draftsman, and 4 Clerical Employees.

Contractual Services: Telephone and Telegraph service, \$45.00; repairs and servicing of equipment, \$446.00; travel expenses for 1 person to attend AIP in Detroit and ASPO, \$425.00; travel expenses for local survey travel and for an office representative to Planning Conferences in Massachusetts, \$550.00; Blueprinting, reproduction, etc., \$2,000.00; Revised General Plans and public information brochures, \$6,577.00; updating Sanborn Atlas, \$600.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,200.00; technical supplies and materials, \$1,000.00.

Current Charges and Obligations: Pension Accumulation Fund, \$13,980.00; dues and subscriptions, \$360.00.

Equipment: Office furniture and equipment, \$3,750.00; engineering and scientific equipment, \$440.00; library books, \$130.00; technical publications, \$350.00.

3. OPERATIONS

Includes the administration of renewal project execution involving land acquisition, relocation and site development.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	*\$6,510 00	\$19,242 00	\$93 00	\$576 00	\$26,421 00

Personal Services: Comptroller, Administrative Assistant, Chief Accountant, Switchboard Operator, Secretary.

* Prorated city share of salaries for Work Activities ineligible for federal aid. Remainder of salary from project expenditures.

Contractual Services: Telephone service, \$56.00; blueprinting, reproduction, etc., \$1,186.00; probable acquisition appraisals, \$18,000.00.

Supplies and Materials: Stationery, pencils, etc., \$93.00.

Current Charges and Obligations: Pension Accumulation Fund, \$460.00; theft insurance, fire, etc., \$116.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Development Administration	11	\$16,875 00	\$12,000 00	—	\$1,813 00	—	\$30,688 00
2. Planning	30	120,089 00	10,643 00	\$2,200 00	14,340 00	\$4,670 00	151,942 00
3. Operations	5	6,510 00	19,242 00	93 00	576 00	—	26,421 00
TOTALS	46	\$143,474 00	\$41,885 00	\$2,293 00	\$16,729 00	\$4,670 00	\$209,051 00

RESERVE FUND

1-33-73

Under the provisions of the General Laws, chapter 40, section 5A, to provide for extraordinary or unforeseen expenditures, a city may, prior to the date when the tax rate for the year is fixed, appropriate a sum not exceeding 3 per cent of the tax levy for the preceding year to be known as a reserve fund. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the City Council upon recommendation of the Mayor, and the City Auditor or Officer having similar duties shall make such transfers as are so voted.

A — BUDGET SUMMARY

Group	1958 Transfers	1959 Transfers	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Reserve Fund	\$150,000 00	\$150,000 00	\$230,000 00	\$200,000 00	\$200,000 00	

FEDERAL PUBLIC HEALTH PROGRAM

“Improved Nursing Home Care”

1-25-11

A program for the upgrading and increasing of our activities in services to the aged and infirm, particularly in relation to quality of care rendered in Nursing Homes in Boston. This program will be financed by a grant in aid from the Federal Government.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Federal Health Program .	\$3,276 00	\$426 70	—	\$6,300 00	\$6,300 00	

COUNTY BUDGET

SUPPORTING DETAIL

REGISTRY OF DEEDS

4-01-65

The Registry of Deeds receives and records all deeds, mortgages, leases, agreements, and other written instruments pertaining to real estate in the cities of Boston, Chelsea, and Revere and the town of Winthrop. Copies are made of instruments received and index records maintained for public use.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	Requested by Department	1961 Budget	
					Recommended by Mayor	Approved
1—Personal Services	\$429,605 09	\$433,557 88	\$436,100 00	\$440,123 00	\$431,321 00	
2—Contractual Services	6,808 68	6,510 94	6,715 00	6,490 00	6,490 00	
3—Supplies & Materials	17,465 12	17,262 91	16,616 00	20,150 00	20,150 00	
4—Current Charges & Oblig's	662 35	774 35	3,233 00	6,769 00	6,769 00	
5—Equipment	326 98	272 50	2,899 00	299 00	299 00	
TOTALS	\$454,868 22	\$458,378 58	\$465,563 00	\$473,831 00	\$465,029 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$221,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates switchboard and public coatroom; returns books to cases; and has custody of old records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$61,745 00	\$575 00	\$700 00	\$104 00	\$299 00	\$63,423 00

Personal Services: Register of Deeds, First Assistant, Executive Secretary, Head Clerk, 5 Clerical Employees, and Coatroom Attendant.

Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$75.00; convention travel, \$300.00.

Supplies and Materials: Forms, cards, and stationery, \$700.00.

Current Charges and Obligations: Premium on surety bonds, \$39.00; dues, \$65.00.

Equipment: Library books, \$299.00.

2. RECEIVING, RECORDING, AND INDEXING INSTRUMENTS PERTAINING TO REAL ESTATE

Accepts for record a total of approximately 46,260 instruments, including deeds, mortgages, discharges, and miscellaneous instruments; entries are made in daily counter record and in grantor and grantee entry books; instruments are photostated and indexed. Yearly classified books and 10-year consolidation books are prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
68	\$306,377 00	\$4,935 00	\$18,450 00	\$6,630 00	\$336,392 00

Personal Services: Performance under this program is divided among the following sections:

Counter Section: Assistant Register, 2 Head Clerks, Cashier, 4 Clerical Employees.

Entry Section: 13 Clerical Employees.

Photostat Section: Director, Supervisor, 4 Photo Recording Operators, and 4 Clerical Employees.

Book and Page Section: Head Clerk and 6 Clerical Employees.

Classified Index Section: Assistant Register and 12 Clerical Employees.

Consolidation Section: 14 Clerical Employees.

Microfilm Section: 2 Employees.

Plan Section: Head Clerk.

Contractual Services: Telephone service, \$1,200.00; copying plans, \$300.00; binding record books and indexes, \$3,435.00.

Supplies and Materials: Postage, \$70.00; forms, cards, and stationery, \$4,445.00; photostat chemicals and repair parts of microfilm and 260 rolls of photostat paper, \$11,345.00; Flexoline frames and spacers, \$2,590.00.

Current Charges and Obligations: Storage of microfilm rolls, \$582.00; premiums on surety bonds, \$40.00; dues, \$20.00; I.B.M. equipment rental, \$5,988.00.

3. RECORDING, INDEXING, AND ISSUING CERTIFICATES OF TITLE PERTAINING TO REGISTERED LAND

Receives deeds from the Land Court, retains original instruments, and issues certificates of title guaranteed by the Commonwealth; prepares entry sheets; maintains index of certificates issued; keeps grantor and grantee index books. Approximately 11,023 instruments are recorded annually, including deeds, mortgages, discharges, and other instruments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$63,199 00	\$980 00	\$1,000 00	\$35 00	\$65,214 00

Personal Services: Technical Assistant, Assistant Register, and 10 Clerical Employees.

Contractual Services: Telephone service, \$700.00; binding of record books and indexes, \$280 00.

Supplies and Materials: Forms, cards, and stationery, \$1,000.00.

Current Charges and Obligations: Premiums on surety bonds, \$15.00; dues, \$20.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	10	\$61,745 00	\$575 00	\$700 00	\$104 00	\$299 00	\$63,423 00
2. Receiving, Recording, and Indexing Instruments Pertaining to Real Es- state	68	306,377 00	4,935 00	18,450 00	6,630 00	—	336,392 00
3. Recording, Indexing, and Issuing Cer- tificates of Title Pertaining to Regis- tered Land	12	63,199 00	980 00	1,000 00	35 00	—	65,214 00
TOTALS	90	\$431,321 00	\$6,490 00	\$20,150 00	\$6,769 00	\$299 00	\$465,029 00

COURT HOUSE (CUSTODIAN)

4-01-82

The Suffolk County Court House provides court and office space for the county courts and municipal courts, and has offices for county agencies. The expenses of operating the court house are paid by the city, and a reimbursement of approximately 30 per cent of the cost is received from the Commonwealth.

The two buildings comprising the court house contain 708,000 square feet of office space and 78,000 square feet of corridors and stairwells.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$541,455 64	\$568,130 65	\$566,000 00	\$573,894 00	\$562,417 00	
2—Contractual Services . .	94,462 50	96,341 19	84,400 00	109,040 00	79,740 00	
3—Supplies & Materials . .	52,974 63	48,845 07	49,359 00	56,206 00	49,359 00	
4—Current Charges & Oblig's	—	939 80	750 00	—	—	
5—Equipment	2,890 21	4,627 58	1,440 00	54,961 00	1,321 00	
TOTALS	\$691,782 98	\$718,884 29	\$701,949 00	\$794,101 00	\$692,837 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961	<u>\$239,700 00</u>
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Compiles attendance records and payrolls, and requisitions and issues supplies. Operates telephone switchboard. Responsible for the internal security of court house buildings after normal working hours on Saturdays, Sundays, and holidays.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
18	\$79,000 00	\$19,550 00	\$274 00	\$98,824 00

Personal Services: Superintendent, 2 Assistant Superintendents, 3 Switchboard Operators, 1 Clerk, 8 Watchmen, 2 Matrons, 1 Storekeeper.
Contractual Services: Telephone service, \$13,500.00; servicing of office equipment, \$650.00; repairs (office furniture, steel cabinets, etc.), \$2,000.00; towel service, \$3,200.00; advertising, \$200.00.
Supplies and Materials: Forms, cards, postage, and stationery, \$274.00.

2. PROVIDING ILLUMINATION, HEAT, AND POWER

Operates and maintains all heating equipment in two buildings comprising the central court house. The heating plant consists of four 275-horsepower steam boilers and accessories. Provides illumination and power for all court house activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$62,692 00	\$43,000 00	\$33,000 00	\$138,692 00

Personal Services: Chief Power Plant Engineer, 5 Engineers, 8 Steam Firemen.
Contractual Services: Electricity and gas, \$43,000.
Supplies and Materials: 14,000 barrels No. 6 fuel oil, \$33,000.00.

3. CARE, OPERATION, AND MAINTENANCE OF PLANT AND EQUIPMENT

Maintenance and repair of the two court house buildings, and the servicing of the elevators, water, sanitary, heating, and electrical utilities installed therein.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
22	\$100,821 00	\$14,030 00	\$7,025 00	\$1,321 00	\$123,197 00

Personal Services: 22 Mechanics, including Plumbers, Electricians, Carpenters, Painters.

Contractual Services: Elevator maintenance, \$12,000 00; masonry and roof repairs, etc., \$1,000.00; repairing windows, glass, \$250.00; metal sash, \$500.00; lettering office doors, \$100.00; monthly inspection of fire alarm systems, \$180.00.

Supplies and Materials: Lumber and hardware, \$2,400.00; plumbing materials, \$650.00; paints, \$3,500.00; miscellaneous building supplies and materials, \$450.00; medical supplies, \$25.00.

Equipment: Filing cases, \$1,000.00; flags, \$321.00.

4. PROVIDING CLEANING, ELEVATOR, AND GENERAL BUILDING SERVICES

Provides personnel for daily cleaning of 786,000 square feet of corridors, stairways, offices, rest rooms, and incidental general services. Operation of 15 elevators during normal working hours, and 2 elevators on a stand-by status after normal working hours.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
91	\$319,904 00	\$3,160 00	\$9,060 00	\$332,124 00

Personal Services: Head Cleaner, 34 Cleaners, 36 Janitors, 2 Chief Elevator Operators, 18 Elevator Operators.

Contractual Services: Cleaning 1,700 windows, \$3,160 00.

Supplies and Materials: Toilet tissue and towels, paper cups, disinfectants, soap, mops, light bulbs, window shades, etc., \$6,050.00; gasoline, \$10.00; electrical supplies, \$1,750.00; grass seed and fertilizer, \$50.00; replacement of locks, keys, and door checks, \$500.00; automotive repair parts, \$50.00; sponges, \$300.00; wearing apparel, \$350.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
1. Administrative and General Services	18	\$79,000 00	\$19,550 00	\$274 00	—	\$98,824 00
2. Providing Illumination, Heat, and Power	14	62,692 00	43,000 00	33,000 00	—	138,692 00
3. Care, Operation, and Maintenance of Plant and Equipment	22	100,821 00	14,030 00	7,025 00	\$1,321 00	123,197 00
4. Providing Cleaning, Elevator, and Gen- eral Building Services	91	319,904 00	3,160 00	9,060 00	—	332,124 00
TOTALS	145	\$562,417 00	\$79,740 00	\$49,359 00	\$1,321 00	\$692,837 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

(COUNTY BUILDINGS)

1-01-80 (1-01-84)

Certain of the expenses of the Buildings Division of the Real Property Department are chargeable to the county for the operation, maintenance, and care of seven buildings housing district courts and other county agencies. The items applicable to the county are included below, for disbursement by the Real Property Department.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$149,500 00	\$158,336 00	\$153,366 00	\$152,763 00	\$149,000 00	
2—Contractual Services . .	30,900 00	15,055 00	28,555 00	92,300 00	34,655 00	
3—Supplies & Materials . .	11,000 00	10,300 00	10,300 00	15,500 00	11,300 00	
4—Current Charges & Oblig's	200 00	200 00	200 00	1,000 00	200 00	
5—Equipment	—	—	300 00	1,200 00	300 00	
7—Structures & Improvements	—	—	—	20,000 00	—	
TOTALS	\$191,600 00	\$183,891 00	\$192,721 00	\$282,763 00	\$195,455 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. CARE, OPERATION, AND MAINTENANCE OF BUILDINGS HOUSING COUNTY ACTIVITIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
37	\$149,000 00	\$34,655 00	\$11,300 00	\$200 00	\$300 00	\$195,455 00

Personal Services: Deputy Superintendent, 2 Steam Firemen, Mechanic, 6 Senior Building Custodians, 13 Junior Custodians, 14 Custodial Workers. Overtime allowance for services, Saturdays, Sundays, holidays, \$1,000.00.

Contractual Services: Electricity, \$7,000.00; gas, \$700.00; repair and servicing of equipment, \$400.00; repairs of buildings (carpentry, \$1,000.00 electrical, \$5,800.00; plumbing and steamfitting, \$4,500.00; miscellaneous repairs, \$14,700.00); allowance for use of privately owned vehicles \$55.00; towel service, \$100.00; exterminating, \$400.00.

Supplies and Materials: Coal, fuel oil, \$10,000.00; cleaning supplies, toilet tissues, disinfectants, miscellaneous custodial supplies, \$1,000.00 repair parts, nonautomotive, \$100.00; building supplies, \$100.00; miscellaneous, \$100.00.

Current Charges and Obligations: Rental of water coolers, \$200.00.

Equipment: Flags, Federal, State, and City, \$300.00.

JAIL

4-08-11

The jail receives for custody all persons, male and female, who are committed by the various courts of Suffolk County, which comprises the City of Boston, Revere, Chelsea, and the town of Winthrop. Some of these persons are held at the jail in lieu of bail, pending their trial, while others, having been found guilty, are held to serve sentences imposed. Based on the experience of past years, it is estimated that the jail will have custody of 9,700 inmates and material witnesses during the year 1961. The average daily population is 254 persons.

A — BUDGET SUMMARY

Group	1958		1959		1960	1961 Budget		Approved
	Expenditures		Expenditures			Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$374,435	33	\$382,393	36	\$419,830 00	\$441,038 00	\$422,170 00	
—Contractual Services . . .	14,989	25	15,492	78	18,700 00	23,898 00	19,448 00	
—Supplies & Materials . . .	85,964	60	91,050	92	92,000 00	96,847 00	91,850 00	
—Current Charges & Oblig's	1,011	25	1,035	50	1,000 00	1,107 00	1,107 00	
—Equipment	745	94	6,638	27	2,250 00	5,027 00	2,250 00	
TOTALS	\$477,146	37	\$496,610	83	\$533,780 00	\$567,917 00	\$536,825 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$10,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the jail. Provides clerical, stenographic, and financial services; maintains records and statistics of inmates. Processes all personnel actions, audits attendance reports, and prepares payrolls. Preparation of budget and control of expenditures. Requisitions supplies and materials. Provides for the spiritual needs of inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$58,313 00	\$3,200 00	\$1,900 00	\$1,107 00	\$265 00	\$64,785 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Sheriff, Deputy Jailer.

General Services: Assistant Deputy Jailer, Head Clerk, Assistant Chief Officer, 2 Jail Officers and Clerks, 2 Clerical Employees, 3 Chaplains.

Contractual Services: Telephone service, \$2,800.00; repairs and servicing of equipment, \$100.00; attendance at convention, \$300.00.

Supplies and Materials: Postage, \$100.00; stationery, \$1,600.00; decorations, \$200.00.

Current Charges and Obligations: Rental of water coolers, \$180.00; association dues, \$27.00; premiums on surety bonds, \$550.00; gratuities for discharged inmates, \$350.00.

Equipment: Library books, \$15.00; office furniture, \$250.00.

2. PLANT OPERATION, MAINTENANCE AND REPAIR

Operates the plant and supervises the routine maintenance and repair of the utilities systems; also exterior repair of the seven buildings which comprise the jail. Operates and maintains three 108-horsepower boilers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
9	\$46,405 00	\$14,425 00	\$23,325 00	\$100 00	\$84,255 00

Personal Services: Chief Power Plant Engineer, 3 Engineers, 3 Steam Firemen, Jail Officer-Electrician, Jail Officer-Mechanic.

Contractual Services: Electricity, \$6,700.00; repairs: electrical, \$400.00; plumbing and steamfitting, \$200.00; buildings and structures, \$5,400.00; repairs and servicing of equipment, \$500.00; extermination service, \$525.00; window cleaning, \$400.00; covering tables, \$300.00.

Supplies and Materials: 1,400 tons of coal, \$19,000.00; boiler room supplies, \$500.00; painting supplies, \$1,000.00; building supplies and materials, \$1,000.00; electrical repair parts and materials, \$750.00; tools and instruments, \$150.00; rock salt, \$50.00; parts for boilers, \$875.00.

Equipment: National and State flags, \$100.00.

Jail — Continued

3. PLANNING AND PREPARING MEALS FOR INMATES

Planning menus and preparing 278,310 meals a year; supervision of persons engaged in receiving foodstuffs and serving meals.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$11,236 00	\$1,000 00	\$50,000 00	\$1,285 00	\$63,521 00

Personal Services: Assistant Chief Officer and Steward, Jail Officer and Storekeeper.

Contractual Services: Gas, fuel, \$1,000.00.

Supplies and Materials: Food supplies, \$50,000.00.

Equipment: Kitchen equipment, \$1,285.00.

4. GUARDING AND CARE OF PRISONERS

Responsible for the security of inmates; supervision of inmates assigned to jail maintenance projects; fingerprinting and photographing, escorting inmates to various courts for trial and disposition, and other related work.

Provides medical and dental care, including mandatory physical examination upon commitment. Custody of drugs, medical supplies, and equipment. Compilation of medical records and preparation of required medical reports. Inspection of food and quarters.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
64	\$306,216 00	\$823 00	\$16,625 00	\$600 00	\$324,264 00

Personal Services: Performance under this program is divided among the following sections:

Security Division: Chief Officer, 5 Assistant Chief Officers, 40 Jail Officers, Chief Matron, 13 Matrons.

Medical Division: Physician, Dentist, Assistant Chief Officer—Hospital, Nurse (Female).

Temporary Employees: \$170.00. Overtime allowance, \$12,000.00 for services required on holidays, emergencies and authorized absences.

Contractual Services: Repair and servicing automotive equipment, \$500.00; hospital treatment of employees and inmates, \$125.00; inspection of fire alarm system, \$48.00; cleaning of uniforms, \$150.00.

Supplies and Materials: Automotive supplies and materials, \$350.00; laundry, cleaning, and custodial supplies, \$4,200.00; replacement of dishes, cutlery, and kitchen utensils, \$400.00; blankets, sheets, and towels, \$3,700.00; medical, dental, and hospital supplies, \$4,000.00; wearing apparel, \$3,500.00; ammunition, \$300.00; refills for fire extinguishers, \$25.00; flame proof liquid, \$150.00.

Equipment: 50 mattresses, \$500.00; photography equipment, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	12	\$58,313 00	\$3,200 00	\$1,900 00	\$1,107 00	\$265 00	\$64,785 00
2. Plant Operation, Maintenance and Repair . . .	9	46,405 00	14,425 00	23,325 00	—	100 00	84,255 00
3. Planning and Preparing Meals for Inmates . . .	2	11,236 00	1,000 00	50,000 00	—	1,285 00	63,521 00
4. Guarding and Care of Prisoners . . .	64	306,216 00	823 00	16,625 00	—	600 00	324,264 00
TOTALS	87	\$422,170 00	\$19,448 00	\$91,850 00	\$1,107 00	\$2,250 00	\$536,825 00

CENTRAL OFFICE, PENAL INSTITUTIONS DEPARTMENT

4-08-12

The Central Office in Boston is responsible for the operation and administration of the Suffolk County House of Correction at Deer Island, which is part of Boston. The Penal Institutions Commissioner is responsible for the paroling inmates from both the House of Correction and the Suffolk County Jail.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$86,435 55	\$80,972 92	\$71,540 00	\$75,109 00	\$65,000 00	
—Contractual Services . .	522 92	682 27	417 00	520 00	420 00	
—Supplies & Materials . .	992 00	795 46	700 00	700 00	600 00	
—Current Charges & Oblig's	48 00	48 00	59 00	60 00	60 00	
—Equipment	360 96	—	—	—	150 00	
TOTALS	\$88,359 43	\$82,498 65	\$72,716 00	\$76,389 00	\$66,230 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction and control of departmental activities, and maintains general financial and clerical records of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$33,000 00	\$300 00	\$600 00	\$60 00	\$150 00	\$34,110 00

Personal Services: Commissioner, Deputy Commissioner, 1 Head Clerk, 3 Clerical Employees.

Contractual Services: Travel expenses, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Association dues, \$50.00; premium on surety bond, \$10.00.

Equipment: Time stamp, \$150.00.

2. SUPERVISION OF PAROLEES

Assists the Commissioner during his weekly interviews of inmates at the House of Correction and County Jail and carries out his directions relative to these inmates; advises counsel and interested persons as to the status of inmates and procedures relative to parole and other related matters; keeps records of inmates at the House of Correction and County Jail, and supervises parolees of both institutions. There is an average of 1,725 inmates paroled yearly.

Personal Services No.	Amount	Contractual Services	Total
8	\$32,000 00	\$120 00	\$32,120 00

Personal Services: Executive Secretary, 3 Parole Agents, 2 Social Workers, Principal Clerk, Investigator.

Contractual Services: Printing and binding of records, \$20.00, travel expenses, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	6	\$33,000 00	\$300 00	\$600 00	\$60 00	\$150 00	\$34,110 00
2. Supervision of Parolees	8	32,000 00	120 00	—	—	—	32,120 00
TOTALS	14	\$65,000 00	\$420 00	\$600 00	\$60 00	\$150 00	\$66,230 00

HOUSE OF CORRECTION, PENAL INSTITUTIONS DEPARTMENT

4-08-13

The Suffolk County House of Correction is located at Deer Island, which is part of Boston, adjacent to Winthrop Mass., and covers about 37 acres. It comprises 26 buildings which consist of shops, living quarters, piggery, commissary and storehouse, poultry houses, slaughter and refrigeration houses, stock barn and silos, administration building, garages and 1 cell building containing 500 cells, another containing 360 cells, with kitchen, dining cafeteria, chapels, library and auditorium, an isolation building and a kitchen and dining hall for personnel. The average daily population is about 60 inmates.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$585,199 11	\$615,504 08	\$621,000 00	\$651,217 00	\$627,700 00	
2—Contractual Services . .	40,036 31	33,710 46	35,350 00	37,805 00	34,800 00	
3—Supplies & Materials . .	415,409 84	379,210 83	394,300 00	385,500 00	385,500 00	
4—Current Charges & Oblig's	7,064 30	6,889 00	7,141 00	7,144 00	7,144 00	
5—Equipment	3,334 59	6,734 76	10,800 00	10,200 00	200 00	
7—Structures & Improvements	4,044 85	17,769 00	—	—	—	
TOTALS	\$1,055,089 00	\$1,059,818 13	\$1,068,591 00	\$1,091,866 00	\$1,055,344 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$5,300 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the administration and direction of the institution and discipline of its inmates. Maintains vital records of inmates, and has custody of inmates' cash. Processes all business procedures, such as budget preparation and control, personnel, and all financial records. Provides recreational, educational, and religious services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$41,770 00	\$7,630 00	\$2,000 00	\$30 00	\$51,430 00

Personal Services: Master, 2 Head Administrative Clerks, Principal Clerk, 1 Clerk, School Teacher, Motion Picture Operator, 3 Chaplains, and 2 Organists.

Temporary Employees, \$270.00.

Overtime, \$500.00.

Contractual Services: Telephone service, \$4,500.00; servicing of equipment, \$100.00; travel expenses, \$800.00; photographing of prisoners, \$2,000.00; advertising, \$30.00; honorarium for Mission and Retreat, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2000.00.

Current Charges and Obligations: Premium on surety bonds, \$30.00.

2. GUARDING AND CARE OF INMATES

Responsible for the security, training, and discipline of the inmate population. Provides medical and dental care and maintains 20-bed hospital for inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
91	\$459,530 00	\$2,445 00	\$59,400 00	\$450 00	\$521,825 00

Personal Services: 6 Deputy Masters, Correction Officer and Receiver, 79 Correction Officers, Medical Director, Dentist, and 3 Hospital Supervisors.

Temporary Employees, \$530.00.

Overtime, \$16,000.

Contractual Services: Professional medical and surgical services, \$2,445.00.

Supplies and Materials: Cleaning and custodial supplies, \$12,000; household supplies, \$10,000; medicine and drugs, \$11,000.00; clothing, \$25,600.00; postage, cards, stationery, \$500.00, garden and churches, \$300.00.

Current Charges and Obligations: Gratuities to indigent inmates, \$450.00.

3. RECEIVING AND PREPARING OF FOOD

Responsible for the requisitioning, receiving, distribution, cooking, and serving of approximately 840,000 meals per year.

Personal Services No.	Amount	Supplies Materials	Total
6	\$30,900 00	\$205,000 00	\$235,900 00

Personal Services: Correction Officer and Steward, 3 Correction Officers and Cooks, 2 Correction Officers and Bakers.
Supplies and Materials: Food and beverages, \$205,000.00.

4. PLANT OPERATION AND MAINTENANCE

Maintains and supervises the proper functioning of the power plant for supplying heat and hot water to all buildings on the island, as well as supplying steam used for cooking in the kitchen. Repairs and maintains all buildings; repairs and services all machines and rolling stock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$54,200 00	\$23,475 00	\$108,100 00	\$6,639 00	\$200 00	\$192,614 00

Personal Services: Chief Engineer, Assistant Engineer (Second Class), 3 Steam Firemen, Correction Officer and Electrician, 2 Correction Officers and Carpenters, Correction Officer and Painter, Correction Officer and Motor Equipment Repairman, Correction Officer and Locksmith.
 Overtime, \$1,200.00.

Contractual Services: Electricity, \$18,000.00; gas fuel, \$1,000.00; repairs to buildings, \$2,000.00; servicing of equipment, \$2,400.00 (automotive, \$1,500.00; machinery and tools, \$500.00; kitchen equipment, \$400.00); cleaning, \$75.00.

Supplies and Materials: Automotive supplies, \$5,000.00; heating supplies, \$60,000.00; miscellaneous supplies and materials, \$43,100.00 (building supplies and materials, \$30,000.00; general operating supplies, \$4,000.00; nonautomotive supplies, \$2,000.00; public works supplies, \$5,000.00; tools and instruments, \$2,000.00); miscellaneous supplies, \$100.00).

Current Charges and Obligations: Annual charge for water, town of Winthrop, \$6,600.00; motor vehicle registrations, \$39.00.

Equipment: Miscellaneous equipment, \$200.00.

5. OPERATION OF INDUSTRIES

Supervises and directs the activities in three major industries which supply the needs of the institution for shoes bedding, clothing, dairy, poultry, and pork products. These industries sell clothing to other prisons and poultry and chickens to city institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$41,300 00	\$1,250 00	\$11,000 00	\$25 00	\$53,575 00

Personal Services: Industries Supervisor, Correction Officer and Shoemaking Instructor, 2 Correction Officers and Clothing Cutters, 2 Correction Officers and Herdsmen, Correction Officer and Assistant Herdsman, Correction Officer and Poultryman.
 Overtime, \$300.00.

Contractual Services: Miscellaneous animal care, \$250.00; repairs of inmates' shoes, \$1,000.00.

Supplies and Materials: Agriculture supplies, \$11,000.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	12	\$41,770 00	\$7,630 00	\$2,000 00	\$30 00	—	\$51,430 00
2. Guarding and Care of Inmates	91	459,530 00	2,445 00	59,400 00	450 00	—	521,825 00
3. Receiving and Preparing of Food	6	30,900 00	—	205,000 00	—	—	235,900 00
4. Plant Operation and Maintenance	11	54,200 00	23,475 00	108,100 00	6,639 00	\$200 00	192,614 00
5. Operation of Industries	8	41,300 00	1,250 00	11,000 00	25 00	—	53,575 00
TOTALS	128	\$627,700 00	\$34,800 00	\$385,500 00	\$7,144 00	\$200 00	\$1,055,344 00

MIDDLESEX COUNTY TRAINING SCHOOL

4-08-14

Youngsters who are adjudged habitual truants by the Boston Courts and other offenders against the school attendance laws are committed to the Middlesex County Training School for disciplinary training and instruction, as provided by the General Laws. An average of 32 boys per year are sent to this institution.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriations:						
Middlesex County Training School	\$83,327 27	\$83,138 70	\$75,000 00	\$82,400 00	\$75,000 00	

C — PROGRAM

Board and care of truants, based on an average of 32 boys and charge of \$48.00 per week .	\$75,000 00
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SUPREME JUDICIAL COURT

4-12-11

The Supreme Judicial Court is a state court which hears appeals from decisions of the Superior Court in civil and criminal cases. The salaries of the justices are paid by the Commonwealth, and the expenses of the Clerk of the Suffolk County sessions of the court are borne by the county.

The Clerk of the Supreme Judicial Court for Suffolk County attends sessions of the court, records proceedings, and has the care and custody of all records, books, and papers which are filed in his office. He issues orders of notices, writs, and subpoenas, furnishes certified copies of documents, and keeps a roll of attorneys for the entire state.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$88,566 09	\$94,656 69	\$94,123 00	\$96,283 00	\$95,980 00	
2—Contractual Services . .	2,895 23	599 33	3,220 00	3,275 00	2,220 00	
3—Supplies & Materials . .	1,100 58	2,019 90	2,220 00	2,590 00	2,590 00	
4—Current Charges & Oblig's	91 50	67 50	80 00	100 00	100 00	
5—Equipment	623 96	1,362 75	300 00	300 00	300 00	
TOTALS	\$93,277 36	\$98,706 17	\$99,943 00	\$102,548 00	\$101,190 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$1,700 00

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$95,980 00	\$2,220 00	\$2,590 00	\$100 00	\$300 00	\$101,190 00

Personal Services: Clerk of Court and 2 Assistants, 5 Court Officers, Head Clerk, and 7 Clerical Employees.

Contractual Services: Telephone service, \$125.00; master's and auditor's fees, \$2,000.00; servicing of equipment, \$70.00; cleaning, \$25.00.

Supplies and Materials: Postage, \$100.00; cards, forms, and stationery, \$1,100.00; bottled water, \$20.00; microfilm supplies, \$1,370.00.

Current Charges and Obligations: Premiums on surety bonds, \$100.00.

Equipment: Library books, \$300.00.

SUPERIOR COURT, GENERAL EXPENSES

4-12-12

The Superior Court is a state court consisting of a Chief Justice and 37 Associate Justices who are paid by the Commonwealth of Massachusetts. In Suffolk County the court sits daily in 10 civil jury, 3 civil, without jury, 3 criminal, 1 motion, 2 pretrial, and 1 assignment sessions.

The expenses of providing stenographic and confidential messenger service for the Suffolk County sessions of the court are borne by the City of Boston.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$96,889 91	\$111,169 92	\$115,968 00	\$119,020 00	\$119,020 00	
2—Contractual Services . . .	1,089 62	1,138 63	1,480 00	1,930 00	1,480 00	
3—Supplies & Materials . . .	1,962 05	1,356 67	2,235 00	2,535 00	2,235 00	
5—Equipment	4,246 90	3,074 03	3,500 00	4,900 00	3,500 00	
TOTALS	\$104,188 48	\$116,739 25	\$123,183 00	\$128,385 00	\$126,235 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. PROVIDING STENOGRAPHIC, CLERICAL AND MESSENGER SERVICES FOR THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
19	\$119,020 00	\$1,480 00	\$2,235 00	\$3,500 00	\$126,235 00

Personal Services: 12 Court Stenographers, Messenger and Clerical Assistant, Assistant Messenger, 5 Clerical Employees.

Contractual Services: Telephone service, \$1,100.00; servicing of office machines, \$50.00; religious services, \$30.00; printing and binding, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,200.00; wrapping paper and twine, \$35.00.

Equipment: Library books, \$3,500.00.

CLERK'S OFFICE, SUPERIOR COURT, CIVIL SESSION

4-12-13

The Clerk of the Court attends all sessions of the court; plans, controls, directs and supervises the issuance, recording, docketing, and indexing of legal processes; has official custody of court records; keeps accounts of revenues collected; and issues summonses to witnesses.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$535,799 53	\$522,356 03	\$538,600 00	\$581,379 00	\$569,752 00	
—Contractual Services . .	474,314 08	452,490 37	326,500 00	394,600 00	286,100 00	
—Supplies & Materials . .	18,404 23	21,312 38	18,000 00	20,000 00	18,000 00	
—Current Charges & Oblig's	322 78	340 12	318 00	318 00	318 00	
—Equipment	1,397 00	1,363 49	832 00	1,800 00	400 00	
TOTALS	\$1,030,237 62	\$997,862 39	\$884,250 00	\$998,097 00	\$874,570 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$82,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Receives and enters all cases of the court, collects and accounts for fees, and prepares statistics of court activities. This section prepares the budget, compiles the payrolls and requisitions, and issues supplies for the civil sessions of the court. Prepares and distributes trial lists in all law cases; docket all papers filed; prepares cases for trial, enters judgments and executions; records defaults; issues writs, precepts, notices, and depositions; arranges printing on cases appealed to the Supreme Judicial Court; and maintains indexes of court activity. Approximately 10,862 cases are entered annually. Issues all equity processes, restraining orders, and notices; records and docket equity cases and papers filed; prepares daily motion list and notices relative to actions in motion session. Annually about 1,362 cases are entered, and 17,272 motions dealt with, 574 cases remanded to District Courts; Law Docket entries, 169,849.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
101	\$412,365 00	\$4,600 00	\$10,000 00	\$137 50	\$427,102 50

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, Executive Secretary.

General Services: Head Clerk, 20 Clerical Employees.

Law Division: Head Clerk, 64 Clerical Employees.

Equity Division: Head Clerk, 12 Clerical Employees.

Contractual Services: Telephone service, \$4,300.00; servicing of office equipment, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$10,000.00.

Current Charges and Obligations: Premium on surety bond, \$37.50; rental of postal machine, \$100.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment and keep a record of its proceedings; make tabular reports of the work of the court; and advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	\$157,387 00	\$281,500 00	\$8,000 00	\$180 50	\$400 00	\$447,467 50

Personal Services: First Assistant Clerk, Equity Clerk, 16 Assistant Clerks.

Contractual Services: Masters' and auditor's services, \$45,000.00; stenographic services, \$6,000.00; printing and binding, \$4,000.00; jurors' compensation and expenses, \$226,500.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$8,000.00.

Current Charges and Obligations: Premium on surety bonds, \$180.50.

Equipment: Library books, \$400.00.

Clerk's Office, Superior Court, Civil Session — Continued

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	101	\$412,365 00	\$4,600 00	\$10,000 00	\$137 50	—	\$427,102 50
2. Conduct and Record Proceedings of Court	18	157,387 00	281,500 00	8,000 00	180 50	\$400 00	447,467 50
TOTALS	119	\$569,752 00	\$286,100 00	\$18,000 00	\$318 00	\$400 00	\$874,570 00

CRIMINAL SESSION, SUPERIOR COURT

4-12-14

The expenses of the Clerk of the Superior Criminal Court and the cost of certain activities of the District Attorney are provided for in this appropriation.

The Clerk of the Court attends all sessions of the court; issues records; indexes and dockets all legal process; advises counsel, defendants, and the public; and issues summonses to witnesses.

The District Attorney and permanent assistants are employees of the Commonwealth. The county provides special assistant district attorneys and office personnel who handle the preparation of indictments, the writing of briefs, the rendition of persons under indictment, and various investigation services.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$404,994 82	\$423,157 94	\$438,060 00	\$446,013 00	\$437,093 00	
2—Contractual Services . . .	285,606 72	271,802 18	267,350 00	284,710 00	257,550 00	
3—Supplies & Materials . . .	11,904 52	8,804 71	9,040 00	9,090 00	9,040 00	
4—Current Charges & Oblig's . . .	111 50	325 00	225 00	225 00	225 00	
5—Equipment	2,259 82	4,879 79	2,000 00	3,200 00	2,000 00	
TOTALS	\$704,877 38	\$708,969 62	\$716,675 00	\$743,238 00	\$705,908 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 \$250 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, financial services. Prepares and indexes various lists and dockets, receives fees, fines, court costs, and bail. Prepares daily trial list, daily police officers' list. Completes court records of all procedures and disposition of all cases; and keeps statistics relating to the number of offences and their disposition.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$157,266 00	\$10,230 00	\$5,140 00	\$55 00	\$300 00	\$172,991 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.

General Services Section: 3 Head Clerks, Interpreter, 17 Clerical Employees.

Trial List and Commitments: Head Clerk, 2 Principal Clerks.

Dockets and Statistics: Head Clerk, 2 Clerical Employees.

Witness Room: Head Clerk, 2 Principal Clerks.

Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$30.00; printing bills of exception and appeal, \$10,000.00.

Supplies and Materials: Cheesecloth, \$30.00; postage, forms, cards and stationery, \$5,100.00; twine, chalk, and wrapping paper, \$10.00.

Current Charges and Obligations: Premium surety bond, \$55.00.

Equipment: Library books, \$300.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment, and keep a record of its proceedings; make tabular reports of the work of the court; advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
12	\$102,600 00	\$181,500 00	\$120 00	\$284,220 00

Personal Services: 12 Assistant Clerks of Court.

Contractual Services: Transportation of jurors and prisoners, \$4,000.00; experts, attorneys, and stenographers, \$12,500.00; jurors' compensation and expenses, \$105,800.00; transcripts of evidence, \$6,000.00; witness fees, \$50,000.00; services of venires, \$2,000.00; jury lockup, \$1,200.00.

Current Charges and Obligations: Premiums on surety bonds, \$120.00.

Criminal Session, Superior Court — Continued

3. PREPARATION OF CASES FOR PROSECUTION

Assists in the preparation of cases for prosecution, prepares briefs, draws indictments resulting from Grand Jury action, and conducts special investigations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$177,227 00	\$65,820 00	\$3,900 00	\$50 00	\$1,700 00	\$248,697 00

Personal Services: Secretary and Chief Clerk, Chief Stenographer and Indictment Clerk, Head Administrative Clerk, 14 Legal Aides, and 19 Clerical Employees.

Contractual Services: Telephone service, \$8,800.00; servicing of office equipment, \$20.00; transportation, rendition of prisoners and investigation of cases, \$22,500.00; board and room for witnesses, \$1,500.00; hire of experts, \$30,000.00; printing briefs, \$3,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,900.00.

Current Charges and Obligations: Subscriptions, \$50.00.

Equipment: Library books, \$1,700.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	33	\$157,266 00	\$10,230 00	\$5,140 00	\$55 00	\$300 00	\$172,991 00
2. Conduct and Record Proceedings of Court	12	102,600 00	181,500 00	—	120 00	—	284,220 00
3. Preparation of Cases for Prosecution	36	177,227 00	65,820 00	3,900 00	50 00	1,700 00	248,697 00
TOTALS	81	\$437,093 00	\$257,550 00	\$9,040 00	\$225 00	\$2,000 00	\$705,908 00

MUNICIPAL COURT, CITY OF BOSTON

4-12-15

The Municipal Court of the City of Boston, downtown, has jurisdiction over an area of approximately 4.8 square miles, containing a population of over 100,000 persons. It has original jurisdiction over all crimes committed in the area except felonies which carry a penalty of five years or more in State Prison. Its civil jurisdiction embraces all of Suffolk County.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$892,155 85	\$917,504 41	\$931,477 00	\$968,204 00	\$940,026 00	
—Contractual Services . .	28,261 00	37,623 09	37,700 00	43,425 00	37,700 00	
—Supplies & Materials . .	42,457 50	33,047 60	37,660 00	44,385 00	38,385 00	
—Current Charges & Oblig's	842 02	872 37	1,280 00	1,445 00	1,445 00	
—Equipment	5,446 14	1,700 34	800 00	6,350 00	800 00	
TOTALS	\$969,162 51	\$990,747 81	\$1,008,917 00	\$1,063,809 00	\$1,018,356 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1961 **\$407,000 00**

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Supervises and is responsible for the proper administration of the court; determines legal issues in the various proceedings before the court and sentences convicted defendants to penal institutions or places them on probation. Opens and attends criminal and civil sessions of the court; maintains order and decorum in the court and assists in the commitment of prisoners. Makes mental and physical examinations of individuals referred by probation officers, or the courts, and observes the mental and physical conditions of prisoners in the dock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$266,626 00	\$1,450 00	\$1,960 00	\$100 00	\$540 00	\$270,676 00

Personal Services: Performance under this program is divided among the following sections:

Justice Section: Chief Justice, 8 Associate Judges, Secretary to the Justices, Assistant Secretary to the Justices, 6 Special Justices.

Court Officers Section: 2 Chief Court Officers, Assistant Chief Court Officer, 12 Court Officers, 2 Van Drivers.

Medical Section: Medical Director, Medical Secretary

Temporary Employees: Van Driver for 8 weeks; Medical Director, Gr. 28 for one month, \$1,126.00.

Contractual Services: Telephone service, \$1,000.00; servicing of automotive equipment, \$300.00; laundry service, \$50.00; binding of law books and dockets, \$100.00.

Supplies and Materials: Automotive supplies and materials, \$500.00; household supplies and materials, \$10.00; medicine and drugs, \$250.00; postage, forms, cards, and stationery, \$600.00; Uniforms, \$600.00.

Current Charges and Obligations: Premiums on fidelity, surety, and forgery bonds, \$75.00; dues and subscriptions, \$25.00.

Equipment: Library books, \$440.00; medical and hospital equipment, \$100.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Maintains a record of all criminal cases; prepares summonses and warrants; receives automobile parking violations from the Police Department; handles fines and bail deposits; answers inquiries regarding court procedures and the status of cases; records the disposition of cases; is custodian of court records and files; prepares reports for the Supreme Court and Registry of Motor Vehicles; and processes general correspondence. Approximately 56,534 criminal cases are entered annually and 310,380 automobile parking violations; automobile fines collected total \$310,380.00. Receives, docket, and files 20,500 entries of civil cases, 1,250 small claims, and 1,250 supplementary processes; receives pleadings; issues summonses, capias, default nonsuit, and other notices; and records findings in 2,800 trials, 4,500 motions, 15,000 judgments, 5,500 attachment applications, 900 removals, and trial of 1,500 cases transferred from Superior Court. This office receives all court fees in civil cases, collects statistics, and prepares an annual report.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
69	\$391,400 00	\$30,025 00	\$32,925 00	\$675 00	\$160 00	\$455,185 00

Municipal Court, City of Boston — Continued

Personal Services: Performance under this program is divided among the following sections:

Criminal Division:

Administrative Section: Clerk of Court, Executive Secretary.
 General Services Section: First Assistant Clerk, Assistant Clerk, 2 Clerical Employees.
 Pleading and Docket Rooms: 6 Assistant Clerks, Head Clerk, 3 Clerical Employees.
 Parking Tag Room: Assistant Clerk, Head Clerk, 13 Clerical Employees.
 Temporary Employees: Clerical Employees for vacations, \$1,400.00.

Civil Division:

Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.
 General Services Section: 2 Assistant Clerks, 2 Deputy Assistant Clerks, Head Clerk, 13 Clerical Employees.
 Trials Section: 8 Assistant Clerks, 3 Deputy Assistant Clerks, 2 Clerical Employees.

Supplementary Process and Small Claims Section: Assistant Clerk, 2 Deputy Assistant Clerks, Clerical Employee.

Contractual Services: Telephone service, \$4,500.00; servicing of office equipment, \$475.00; transportation of court officers and prisoners, \$200.00; advertising, \$50.00; interpreters, \$25.00; binding of law books and dockets, \$1,500.00; witness fees, \$23,275.00.

Supplies and Materials: Household supplies and materials, \$25.00; postage, forms, cards, and stationery, \$32,900.00.

Current Charges and Obligations: Meter mailing rentals, \$375.00; premiums on fidelity, surety, and forgery bonds, \$300.00.

Equipment: Library books, \$160.00.

3. SUPERVISION OF PROBATIONERS

Interviews complainants and defendants in domestic relations cases and reports to the justice; interviews and release or holds for court persons arrested for drunkenness; answers inquiries regarding probation matters; makes special investigations as directed; and has general supervision of individuals placed on probation. This department collects and disburses moneys received in nonsupport cases and furnishes telephone service for all sections of Municipal Court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
47	\$282,000 00	\$6,225 00	\$3,500 00	\$670 00	\$100 00	\$292,495 00

Personal Services: Chief Probation Officer, First Assistant Probation Officer, Second Assistant Probation Officer, 2 Deputies, 23 Probation Officers, Investigator, 2 Head Clerks, Switchboard Operator, 15 Clerical Employees.

Contractual Services: Telephone service, \$3,000.00; servicing of office equipment, \$25.00; transportation of probation officers and prisoner, \$3,200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,500.00.

Current Charges and Obligations: Temporary aid for dependents, \$300.00; dues and subscriptions, \$50.00; premiums on fidelity, surety, and forgery bonds, \$320.00.

Equipment: Library books, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	36	\$266,626 00	\$1,450 00	\$1,960 00	\$100 00	\$540 00	\$270,676 00
2. Maintenance of General Court Activities and Records	69	391,400 00	30,025 00	32,925 00	675 00	160 00	455,185 00
3. Supervision of Probation	47	282,000 00	6,225 00	3,500 00	670 00	100 00	292,495 00
TOTALS	152	\$940,026 00	\$37,700 00	\$38,385 00	\$1,445 00	\$800 00	\$1,018,356 00

BOSTON JUVENILE COURT

4-12-16

The Boston Juvenile Court has jurisdiction within the same territorial limits as the Boston Municipal Court over all neglected, delinquent, and wayward children. It also has concurrent jurisdiction, with the Boston Municipal Court, over all adults who commit offences contributing to the delinquency of children under the age of seventeen, and hears and determines all cases against parents and guardians for neglect of minor children and for failure to have children attend school.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$113,097 63	\$120,116 56	\$127,310 00	\$140,253 00	\$133,364 00	
—Contractual Services . .	7,773 39	6,979 80	6,850 00	12,305 00	9,125 00	
—Supplies & Materials . .	979 34	1,400 97	1,000 00	1,608 00	1,408 00	
—Current Charges & Oblig's	313 00	285 00	375 00	405 00	405 00	
—Equipment	667 41	527 74	236 00	1,106 00	246 00	
TOTALS	\$122,830 77	\$129,310 07	\$135,771 00	\$155,677 00	\$144,548 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1961 \$100 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

The Justice hears cases brought before the court and directs the administration and probationary work of the court. It is estimated there will be 1,190 cases heard in 1961, and these cases will involve a total of 4,500 judicial determinations, which are decisions and orders involving surrenders, continuances, change of custody, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2	\$18,920 00	\$2,735 00	\$100 00	\$30 00	\$156 00	\$21,941 00

Personal Services: Justice, Court Officer, 2 Special Justices for simultaneous sessions and vacation supply, \$2,993.00.
Contractual Services: Telephone service, \$235.00; attendance of justice at conferences, \$500.00; witness fees, \$2,000 00.
Supplies and Materials: Postage, forms, cards, and stationery, \$100.00.
Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$5.00.
Equipment: Library books, \$156.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Deals with the granting and hearing of all complaints; determines executive and personnel policies; prepares daily court calendars and dockets; and performs other administrative functions. Transcribes and records proceedings; prepares budget estimates; compiles personnel records and statistical reports; requisitions and issues supplies and materials; and distributes information relative to the business of the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$27,137 00	\$560 00	\$600 00	\$73 00	\$28,370 00

Personal Services: Clerk, Assistant Clerk, Head Clerk, Head Statistical Clerk, vacation supply, \$806.00.
Contractual Services: Telephone service, \$10.00; binding of law books and dockets, \$550.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.
Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$48.00.

Boston Juvenile Court — Continued

3. SUPERVISION OF PROBATIONERS

Attends court sessions; interviews children, parents, and others concerned in juvenile cases; investigates, supervises and visits probationers as ordered by the court; and makes permanent record of all its findings. It is estimated that the division will prepare 1,367 probation reports in 1961 and make approximately 76,950 visits to probationers, families, schools, etc., and that there will be approximately 1,260 children and 107 adults on probation during the year; that the department will supervise approximately 233 children (representing 82 cases) who are brought before the court as "children in need of care and protection," i.e., children neglected by their parents.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	\$87,307 00	\$5,830 00	\$708 00	\$302 00	\$90 00	\$94,237 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 8 Probation Officers, 4 Clerks, vacation supply, \$4,590.00.

Contractual Services: Telephone service, \$80.00; servicing of office equipment, \$200.00; probation officers' travel expenses, \$3,500.00; transportation of prisoners and neglected children, \$2,000.00; medical services, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00; badges, \$8.00.

Current Charges and Obligations: Dues and subscriptions, \$200.00; premium on surety bonds, \$102.00.

Equipment: Library books, \$90.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	2	\$18,920 00	\$2,735 00	\$100 00	\$30 00	\$156 00	\$21,941 00
2. Maintenance of General Court Activities and Records	4	27,137 00	560 00	600 00	73 00	—	28,370 00
3. Supervision of Probationers	14	87,307 00	5,830 00	708 00	302 00	90 00	94,237 00
TOTALS	20	\$133,364 00	\$9,125 00	\$1,408 00	\$405 00	\$246 00	\$144,548 00

PROBATE COURT

4-12-17

The Probate Court has jurisdiction over the probating of wills, the granting of administration of estates, the appointment of guardians and conservators, and the conduct of legal proceedings in connection with certain domestic relations cases, including divorce, annulment of marriage, separate maintenance, and the custody of children.

This appropriation covers the office expenses of the court in Suffolk County as well as the compensation of four officers of the court. The salaries of the Register of Probate and 48 office employees are paid by the Commonwealth.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$34,981 79	\$35,137 49	\$34,995 00	\$35,638 00	\$35,539 00	
2—Contractual Services . .	25,455 78	26,677 34	24,200 00	52,800 00	49,200 00	
3—Supplies & Materials . .	31,287 39	28,332 21	24,000 00	35,760 00	24,310 00	
4—Current Charges & Oblig's	66 00	93 80	75 00	100 00	100 00	
5—Equipment	2,337 96	1,714 93	800 00	5,547 00	800 00	
TOTALS	\$94,128 92	\$91,955 77	\$84,070 00	\$129,845 00	\$109,949 00	

B — DEPARTMENTAL REVENUES

Revenues of the Probate Court are deposited with the Commonwealth.

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$35,539 00	\$49,200 00	\$24,310 00	\$100 00	\$800 00	\$109,949 00

Personal Services: 3 Court Officers, Permanent Officer, and Messenger, Temporary Employees, \$4,500.00.

Contractual Services: Telephone service, \$3,900.00; travel expense, \$50.00; cleaning office aprons and coats, \$250.00; court stenographer service, \$6,000.00; auditors', masters', and investigators' fees, \$13,000.00; binding and repairing books and dockets, \$1,000.00; consolidation of Probate index for years 1948-1958, \$25,000.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$17,000.00; parts for photostat machine, \$50.00; photostat paper and supplies, \$7,000.00; wearing apparel, \$260.00.

Current Charges and Obligations: Mail-o-meter charges, \$100.00.

Equipment: Library books, \$800.00.

COURT OFFICERS' DIVISION, SUPERIOR COURT

4-12-18

The court officers open and attend civil, criminal, and other sessions of the Superior Court in Suffolk County. They maintain order and decorum in the courtroom, assist in the commitment of prisoners, serve summonses and citations, and are responsible for the board and care of jurors and the proper accounting of expenses incurred when juries are ordered locked up by the court.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$347,913 63	\$361,726 60	\$362,000 00	\$395,742 00	\$382,267 00	
2—Contractual Services . . .	14,746 48	11,653 77	16,200 00	15,000 00	15,000 00	
3—Supplies & Materials . . .	1,362 35	1,267 00	165 00	1,450 00	1,425 00	
4—Current Charges & Oblig's	279 50	269 00	293 00	293 00	293 00	
TOTALS . . .	\$364,301 96	\$374,916 37	\$378,658 00	\$412,485 00	\$398,985 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. MAINTENANCE OF ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
61	\$382,267 00	\$15,000 00	\$1,425 00	\$293 00	\$398,985 00

Personal Services: Chief Deputy Sheriff, Assistant Chief Deputy Sheriff, Deputy Sheriff, Jury Assembly Court Officer, Assistant Jury Assembly Court Officer, and 56 Court Officers.

Contractual Services: Transportation of prisoners, \$4,000.00; meals for jurors, \$11,000.00.

Supplies and Materials: Stationery, \$25.00; officers' uniforms, \$1,400.00.

Current Charges and Obligations: Premiums on surety bonds, \$293.00.

PROBATION DEPARTMENT, SUPERIOR COURT, CRIMINAL SESSION

4-12-19

The Probation Department prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. They supervise the activities of persons placed on probation during the periods fixed by the Justices and supervise persons on parole after release.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$69,994 32	\$75,596 30	\$77,420 00	\$81,050 00	\$81,050 00	
—Contractual Services . .	5,068 01	5,025 11	5,020 00	5,085 00	5,085 00	
—Supplies & Materials . .	3,082 88	3,443 91	3,022 00	3,755 00	3,444 00	
—Current Charges & Oblig's	177 00	238 00	235 00	225 00	225 00	
—Equipment	797 83	520 50	113 00	5,038 00	115 00	
TOTALS	\$79,120 04	\$84,823 82	\$85,810 00	\$95,153 00	\$89,919 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. INVESTIGATION OF CASES AND SUPERVISION OF PROBATIONERS

Prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. Supervises the activities of persons placed on probation during the periods fixed by the Justices as well as persons on parole after release.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$81,050 00	\$5,085 00	\$3,444 00	\$225 00	\$115 00	\$89,919 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Head Clerk.

General Services Section: Executive Secretary and 17 Clerical Employees.

Contractual Services: Telephone and telegraph service, \$2,144.00; repair and servicing of office equipment, \$130.00; transportation of probation officers, \$2,709.00; printing, \$102.00.

Supplies and Materials: Cheesecloth, \$14.00; postage, forms, cards, and stationery, \$3,400.00; badges, \$30.00.

Current Charges and Obligations: Premiums on surety bonds, \$225.00.

Equipment: Library books, \$115.00.

MUNICIPAL COURT, CHARLESTOWN DISTRICT

4-12-21

The Municipal Court, Charlestown District, has jurisdiction over an area of approximately 1 square mile, containing a population of 31,300 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 4,500; juvenile, 180; civil 850; small claims, 950; automobile parking violations, 15,000; supplementary processes, 450; number committed, 1,159; number of probations, 980; reciprocal support, 40.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$81,449 19	\$85,125 27	\$89,703 00	\$95,228 00	\$91,432 00	
2—Contractual Services . . .	2,976 39	2,971 47	2,950 00	3,936 00	3,136 00	
3—Supplies & Materials . . .	3,089 55	3,353 47	3,000 00	3,300 00	3,000 00	
4—Current Charges & Oblig's	111 00	125 50	128 00	128 00	128 00	
5—Equipment	257 00	347 00	200 00	2,378 00	200 00	
TOTALS	\$87,883 13	\$91,922 71	\$95,981 00	\$104,970 00	\$97,896 00	

B—DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1961 \$18,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$31,900 00	\$1,610 00	\$200 00	\$20 00	\$200 00	\$33,930 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions of the Superior Court. Vacation supply for Court Officers.

Contractual Services: Telephone service, \$100.00; servicing of equipment, \$10.00; transportation of prisoners, \$1,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00.

Current Charges and Obligations: Premium on surety bonds, \$20.00.

Equipment: Library books, \$200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$32,375 00	\$686 00	\$2,100 00	\$38 00	\$35,199 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 2 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court and Clerical Assistant.

Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$100.00; printing, binding, and ruling, \$150.00; cleaning, \$36.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,100.00.

Current Charges and Obligations: Premium on surety bonds, \$38.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$27,157 00	\$840 00	\$700 00	\$70 00	\$28,767 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant. Vacation supply for Chief Probation Officer and clerical assistant.

Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$40.00; expenses of probation officers, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00.

Current Charges and Obligations: Premium on surety bonds, \$70.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	3	\$31,900 00	\$1,610 00	\$200 00	\$20 00	\$200 00	\$33,930 00
2. Maintenance of General Court Activities and Records	5	32,375 00	686 00	2,100 00	38 00	—	35,199 00
3. Supervision of Probationers	4	27,157 00	840 00	700 00	70 00	—	28,767 00
TOTALS	12	\$91,432 00	\$3,136 00	\$3,000 00	\$128 00	\$200 00	\$97,896 00

EAST BOSTON DISTRICT COURT

4-12-22

The Municipal Court, East Boston District, has jurisdiction over an area of approximately 6 square miles, containing a population of 90,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 5,000; juvenile, 400; civil, 1,000; small claims, 1,200; automobile parking violations, 25,000; supplementary process, 500; number committed, 250; number of probations, 300; reciprocal support, 50.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$80,497 40	\$85,768 23	\$95,205 00	\$97,331 00	\$95,374 00	
2—Contractual Services . . .	3,091 79	3,014 09	3,023 00	3,243 00	3,083 00	
3—Supplies & Materials . . .	4,376 65	4,710 89	3,500 00	4,500 00	4,000 00	
4—Current Charges & Oblig's . . .	95 50	92 50	114 00	114 00	114 00	
5—Equipment	183 50	220 00	185 00	580 00	300 00	
TOTALS	\$88,244 84	\$93,805 71	\$102,027 00	\$105,768 00	\$102,871 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1961	<u>\$20,000 00</u>
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Current Charges	Equipment	Total
3	\$31,649 00	\$1,820 00	\$22 00	\$120 00	\$33,611 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$120.00; transportation of prisoners, \$1,700.00.

Current Charges and Obligations: Premium on surety bonds, \$10.00; P. O. Box rental, \$12.00.

Equipment: Library books, \$120.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars, and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	\$37,619 00	\$408 00	\$3,300 00	\$38 00	\$180 00	\$41,545 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 4 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court.

Contractual Services: Telephone service, \$360.00; servicing of office equipment, \$48.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,300.00.

Current Charges and Obligations: Premium on surety bonds, \$38.00.

Equipment: Storage box, \$100.00; library books, \$80.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$26,106 00	\$855 00	\$700 00	\$54 00	\$27,715 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Cashier, Clerical Assistant.

Contractual Services: Telephone service, \$420.00; servicing of office equipment, \$35.00; expenses of probation officers, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00

Current Charges and Obligations: Premium on surety bonds, \$54.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$31,649 00	\$1,820 00	—	\$22 00	\$120 00	\$33,611 00
Maintenance of General Court Activi- ties and Records	7	37,619 00	408 00	\$3,300 00	38 00	180 00	41,545 00
Supervision of Probationers	5	26,106 00	855 00	700 00	54 00	—	27,715 00
TOTALS	15	\$95,374 00	\$3,083 00	\$4,000 00	\$114 00	\$300 00	\$102,871 00

MUNICIPAL COURT, SOUTH BOSTON DISTRICT

4-12-23

The Municipal Court, South Boston District, has jurisdiction over an area of approximately 2.3 square miles containing a population of 58,526 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 5,400; juvenile, 177; civil, 764; small claims, 587; automobile parking violations, 12,372; supplementary process, 258; number of persons committed, 335; number of persons on probation during year, 463; reciprocal support, 23.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approve
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$78,993 46	\$85,227 84	\$88,708 00	\$92,781 00	\$89,943 00	
2—Contractual Services . . .	3,749 46	3,600 90	3,600 00	4,080 00	3,600 00	
3—Supplies & Materials . . .	2,989 99	2,745 47	2,000 00	2,785 00	2,610 00	
4—Current Charges & Oblig's	231 75	235 50	279 00	279 00	279 00	
5—Equipment	572 90	578 68	345 00	992 00	345 00	
TOTALS	\$86,537 56	\$92,388 39	\$94,932 00	\$100,917 00	\$96,777 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1961	<u>\$40,000 00</u>
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$30,600 00	\$2,150 00	\$110 00	\$6 00	\$300 00	\$33,166 00

Personal Services: Justice, 2 Court Officers. Services of Special Justices at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Transportation of prisoners, \$2,000.00; telephone service, \$150.00.

Supplies and Materials: Uniforms, \$110.00.

Current Charges and Obligations: Premium on surety bonds, \$6.00.

Equipment: Library, \$300.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$28,722 00	\$525 00	\$1,600 00	\$163 00	\$45 00	\$31,055 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Head Clerk and vacation supply for Clerk of Court and Clerical Assistant.

Contractual Services: Telephone service, \$450.00; servicing of office equipment, \$50.00; binding of permanent records, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,600.00.

Current Charges and Obligations: Premium on surety bond and rental of water cooler, \$163.00.

Equipment: Library books, \$45.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$30,621 00	\$925 00	\$900 00	\$110 00	\$32,556 00

Personal Services: Chief Probation Officer, 3 Probation Officers, and Clerical Assistant.

Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$25.00; transportation for probation officers, \$500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$900.00.

Current Charges and Obligations: Rentals, and premium on surety bonds, \$110.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	3	\$30,600 00	\$2,150 00	\$110 00	\$6 00	\$300 00	\$33,166 00
2. Maintenance of General Court Activities and Records	4	28,722 00	525 00	1,600 00	163 00	45 00	31,055 00
3. Supervision of Probationers	5	30,621 00	925 00	900 00	110 00	—	32,556 00
TOTALS	12	\$89,943 00	\$3,600 00	\$2,610 00	\$279 00	\$345 00	\$96,777 00

MUNICIPAL COURT, DORCHESTER DISTRICT

4-12-24

The Municipal Court, Dorchester District, has jurisdiction over an area of approximately 14 square miles, containing a population of 280,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 7,000; juvenile, 350; civil, 2,100; small claims, 2,500; automobile parking violations, 30,000; supplementary processes, 300; number of persons committed, 400; number of persons on probation, 500; reciprocal support, 100, remanded cases, 300.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$131,191 13	\$140,533 48	\$154,293 00	\$166,440 00	\$162,068 00	
2—Contractual Services . . .	6,297 87	6,229 06	6,135 00	6,935 00	6,135 00	
3—Supplies & Materials . . .	6,842 37	5,059 46	3,500 00	4,070 00	4,070 00	
4—Current Charges & Oblig's	189 00	191 31	226 00	226 00	226 00	
5—Equipment	195 50	1,013 25	250 00	500 00	250 00	
TOTALS	\$144,715 87	\$153,026 56	\$164,404 00	\$178,171 00	\$172,749 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1961	\$42,700 00
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Contractual Services Amount	Supplies Materials	Current Charges	Equipment	Total
4	\$43,185 00	\$2,200 00	\$70 00	\$30 00	\$250 00
					\$45,735 00

Personal Services: Justice, 3 Court Officers, Services of Special Justices for simultaneous sessions, and during vacations of Presiding Justice.

Contractual Services: Telephone service, \$300.00; transportation of prisoners, \$1,900.00.

Supplies and Materials: Uniform, \$70.00.

Current Charges and Obligations: Premium on surety bonds, \$30.00.

Equipment: Library books, \$250.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
14	\$73,790 00	\$1,100 00	\$2,000 00	\$98 00	\$76,988 00

Personal Services: Clerk of Court, 3 Assistant Clerks of Court, 10 Clerical Assistants, and vacation supply for Clerk and Assistants.

Contractual Services: Telephone service, \$1,000.00; servicing of office equipment, \$60.00; towel service, \$40.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bond, \$38.00; rental of water cooler, \$60.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$45,093 00	\$2,835 00	\$2,000 00	\$98 00	\$50,026 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 4 Probation Officers, Clerical Assistant, and vacation supply for Chief Probation Officer.

Contractual Services: Telephone service, \$1,200.00; servicing of office equipment, \$15.00; transportation of probation officers, \$1,600.00; towel service, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bonds, \$98.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	4	\$43,185 00	\$2,200 00	\$70 00	\$30 00	\$250 00	\$45,735 00
Maintenance of General Court Activi- ties and Records	14	73,790 00	1,100 00	2,000 00	98 00	—	76,988 00
Supervision of Probationers	7	45,093 00	2,835 00	2,000 00	98 00	—	50,026 00
TOTALS	25	\$162,068 00	\$6,135 00	\$4,070 00	\$226 00	\$250 00	\$172,749 00

MUNICIPAL COURT, ROXBURY DISTRICT

4-12-25

The Municipal Court, Roxbury District, has jurisdiction over an area of approximately 9 square miles, containing a population of 225,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 24,496; juvenile, 966; civil, 3,068; small claims, 2,118; automobile parking violations, 124,010; supplementary processes, 1,654; number of persons committed, 2,713; number of persons on probation, 3,210; reciprocal support, 181.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$279,398 00	\$324,427 00	\$344,956 00	\$396,996 00	\$386,596 00	
2—Contractual Services . .	14,863 00	16,300 00	15,650 00	21,918 00	15,650 00	
3—Supplies & Materials . .	16,185 00	20,210 00	18,115 00	22,420 00	18,312 00	
4—Current Charges & Oblig's	553 00	703 00	757 00	757 00	757 00	
5—Equipment	575 00	2,100 00	1,180 00	13,900 00	600 00	
TOTALS	\$311,574 00	\$363,740 00	\$380,658 00	\$455,991 00	\$421,915 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1961 \$118,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$68,467 00	\$5,900 00	\$1,062 00	\$60 00	\$600 00	\$76,089 00

Personal Services: 2 full-time Justices, Chief Court Officer, 5 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$900.00; transportation of prisoners, \$5,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$750.00; uniforms for court officers, \$210.00; handcuffs, \$102.00.

Current Charges and Obligations: Premium on surety bonds, \$60.00.

Equipment: Library books, \$600.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
23	\$123,000 00	\$2,500 00	\$10,250 00	\$299 00	\$136,049 00

Personal Services: Clerk of Court, 5 Assistant Clerks of Court, 3 Head Clerks, 4 Principal Clerks, Cashier, 8 Clerical Assistants, and Switchboard Operator.

Contractual Services: Telephone service, \$2,100.00; servicing of office equipment, \$250.00; towel service and cleaning, \$150.00.

Supplies and Materials: Postage, forms, cards and stationery, \$10,250.00.

Current Charges and Obligations: Rental of water cooler, \$96.00; rental of postage meter, \$144.00; premium on surety bonds, \$59.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
39	\$195,129 00	\$7,250 00	\$7,000 00	\$398 00	\$209,777 00

Personal Services: Chief Probation Officer, 2 Assistant Chief Probation Officers, 17 Probation Officers, Executive Secretary, Head Clerk, 3 Principal Clerks, Cashier, and 13 Clerical Assistants.

Contractual Services: Telephone service, \$2,000.00; servicing of office equipment, \$250.00; expenses of probation officers, \$5,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$7,000.00.

Current Charges and Obligations: Premium on surety bonds, \$398.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	8	\$68,467 00	\$5,900 00	\$1,062 00	\$60 00	\$600 00	\$76,089 00
2. Maintenance of General Court Activities and Records	23	123,000 00	2,500 00	10,250 00	299 00	—	136,049 00
3. Supervision of Probationers	39	195,129 00	7,250 00	7,000 00	398 00	—	209,777 00
TOTALS	70	\$386,596 00	\$15,650 00	\$18,312 00	\$757 00	\$600 00	\$421,915 00

MUNICIPAL COURT, WEST ROXBURY DISTRICT

4-12-26

The Municipal Court, West Roxbury District, has jurisdiction over an area of approximately 17 square miles, containing a population of 150,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 5,560; juvenile, 427; civil, 900; small claims, 3,000; automobile parking violations, 16,000; supplementary processes, 1,500; number of persons committed, 400; number of persons on probation during year, 500; reciprocal support, 48.

A—BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$103,048 69	\$106,694 03	\$112,599 00	\$115,662 00	\$112,862 00	
2—Contractual Services . .	4,560 72	4,392 76	3,975 00	5,375 00	3,975 00	
3—Supplies & Materials . .	2,839 55	4,062 32	2,900 00	4,240 00	3,110 00	
4—Current Charges & Oblig's	16 00	81 25	160 00	160 00	160 00	
5—Equipment	305 00	237 00	200 00	650 00	200 00	
TOTALS	\$110,769 96	\$115,467 36	\$119,834 00	\$126,087 00	\$120,307 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1961 \$35,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$35,200 00	\$1,117 00	\$310 00	\$10 00	\$125 00
					\$36,762 00

Personal Services: Justice, 3 Court Officers. Services of Special Justices at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions of the Superior Court.

Contractual Services: Telephone service, \$110.00; transportation of prisoners, \$1,000.00; towel service, \$7.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$100.00; uniforms, \$210.00.

Current Charges and Obligations: Premium on surety bonds, \$10.00.

Equipment: Library books, \$125.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars and assists Justices in conduct of court sessions.

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$48,170 00	\$1,345 00	\$2,400 00	\$95 00	\$50 00
					\$52,060 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Principal Clerks, 3 Clerical Assistants, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$1,250.00; servicing of office equipment, \$50.00; towel service, \$45.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,400.00.

Current Charges and Obligations: Premium on surety bonds, \$95.00.

Equipment: Library books, \$50.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$29,492 00	\$1,513 00	\$400 00	\$55 00	\$25 00	\$31,485 00

Personal Services: Chief Probation Officer, 2 Probation Officers, 2 Clerical Assistants, and vacation relief for Chief Probation Officer.

Contractual Services: Telephone service, \$440.00; servicing of office equipment, \$50.00; expenses of probation officers, \$1,000.00; towel service, \$23.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Premium on surety bonds, \$55.00.

Equipment: Library books, \$25.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	4	\$35,200 00	\$1,117 00	\$310 00	\$10 00	\$125 00	\$36,762 00
Maintenance of General Court Activities and Records	9	48,170 00	1,345 00	2,400 00	95 00	50 00	52,060 00
Supervision of Probationers	5	29,492 00	1,513 00	400 00	55 00	25 00	31,485 00
TOTALS	18	\$112,862 00	\$3,975 00	\$3,110 00	\$160 00	\$200 00	\$120,307 00

MUNICIPAL COURT, BRIGHTON DISTRICT

4-12-27

The Municipal Court, Brighton District, has jurisdiction over an area of approximately 5 square miles, containing a population of 85,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 5,994; juvenile, 62; civil, 669; small claims, 807; auto parking violations, 31,000; supplementary process, 483; number of persons committed, 188; number of persons on probation during year, 544; reciprocal support, 106.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$57,961 63	\$66,791 34	\$72,771 00	\$78,512 00	\$74,916 00	
2—Contractual Services . . .	1,325 09	1,202 79	1,350 00	1,875 00	1,350 00	
3—Supplies & Materials . . .	4,039 25	4,450 00	4,030 00	6,050 00	5,030 00	
4—Current Charges & Oblig's . . .	85 50	89 50	90 00	90 00	90 00	
5—Equipment	416 50	149 50	450 00	843 00	450 00	
TOTALS	\$63,827 97	\$72,683 13	\$78,691 00	\$87,370 00	\$81,836 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1961 \$47,800 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$27,939 00	\$600 00	\$230 00	\$450 00	\$29,219 00

Personal Services: Justice, Court Officer, Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions at the Superior Court, vacation supply for Court Officer.

Contractual Services: Telephone service, \$100.00; transportation of prisoners, \$500.00.

Supplies and Materials: Food for prisoners, \$30.00; postage, forms, cards, and stationery, \$200.00.

Equipment: Library books, \$450.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$28,897 00	\$325 00	\$2,600 00	\$42 00	\$31,864 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 2 Clerical Assistants, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$300.00; servicing of office equipment, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,600.00.

Current Charges and Obligations: Premium on surety bonds, \$42.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$18,080 00	\$425 00	\$2,200 00	\$48 00	\$20,753 00

Personal Services: Chief Probation Officer, Probation Officer, Clerical Assistant, and vacation supply for 2 Probation Officers.

Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$25.00; transportation for probation officers, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,200.00.

Current Charges and Obligations: Premium on surety bonds, \$48.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	2	\$27,939 00	\$600 00	\$230 00	—	\$450 00	\$29,219 00
Maintenance of General Court Activities and Records	5	28,897 00	325 00	2,600 00	\$42 00	—	31,864 00
Supervision of Probationers	3	18,080 00	425 00	2,200 00	48 00	—	20,753 00
TOTALS	10	\$74,916 00	\$1,350 00	\$5,030 00	\$90 00	\$450 00	\$81,836 00

DISTRICT COURT OF CHELSEA

4-12-28

The District Court of Chelsea has jurisdiction over an area of approximately 8.2 square miles, containing a population of 75,675 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,720; juvenile, 450; civil, 1,475; small claims, 1,300; automobile parking violations, 2,900; supplementary processes, 775; number of persons committed, 140; number of persons on probation during year, 1,100; reciprocal support, 22.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$90,231 29	\$96,851 44	\$102,550 00	\$104,943 00	\$102,659 00	
2—Contractual Services . .	2,087 72	2,187 35	2,125 00	2,725 00	2,225 00	
3—Supplies & Materials . .	4,049 04	3,977 24	3,860 00	4,570 00	3,930 00	
4—Current Charges & Oblig's	109 50	189 10	120 00	127 00	127 00	
5—Equipment	250 74	1,915 42	175 00	2,300 00	175 00	
TOTALS	\$96,728 29	\$105,120 55	\$108,830 00	\$114,665 00	\$109,116 00	

B—DEPARTMENTAL REVENUES

Estimated revenue from fees, fines, etc., for 1961	<u>\$27,000 00</u>
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
3	\$28,667 00	\$760 00	\$330 00	\$175 00	\$29,932 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$60.00; electricity, \$200.00; transportation of prisoners, \$400.00; towel service, \$100.00.

Supplies and Materials: Cleaning and custodial supplies, \$60.00; office supplies, \$200.00; uniform, \$70.00.

Equipment: Library books, \$175.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$35,770 00	\$705 00	\$2,200 00	\$38 00	\$38,713 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants, Janitor, vacation supply for Clerk.

Contractual Services: Telephone service, \$420.00; electricity, \$145.00; servicing of equipment, \$140.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,200.00.

Current Charges and Obligations: Premium on surety bond, \$38.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$38,222 00	\$760 00	\$1,400 00	\$89 00	\$40,471 00

Personal Services: Chief Probation Officer, 3 Probation Officers, 3 Clerical Assistants.

Contractual Services: Telephone service, \$420.00; electricity, \$180.00; servicing of equipment, \$60.00; expenses of probation officers, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,400.00.

Current Charges and Obligations: Premium on surety bonds, \$89.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$28,667 00	\$760 00	\$330 00	—	\$175 00	\$29,932 00
Maintenance of General Court Activities	7	35,770 00	705 00	2,200 00	\$38 00	—	38,713 00
Supervision of Probationers	7	38,222 00	760 00	1,400 00	89 00	—	40,471 00
TOTALS	17	\$102,659 00	\$2,225 00	\$3,930 00	\$127 00	\$175 00	\$109,116 00

MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-31

The Medical Examiner for the Northern Division is responsible for the investigation of all violent and unexplained deaths and all deaths thought to be due to virulent contagious diseases occurring in the northern section of the county including Chelsea, Revere, and Winthrop. He is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts. A mortuary is maintained for the bodies of deceased persons committed to his care.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$41,773 23	\$43,070 32	\$44,423 00	\$45,674 00	\$45,673 00	
2—Contractual Services	3,633 68	3,652 74	3,945 00	4,210 00	3,900 00	
3—Supplies & Materials	1,267 51	1,336 21	1,475 00	1,900 00	1,425 00	
4—Current Charges & Oblig's	7 50	10 00	10 00	10 00	10 00	
5—Equipment	206 49	—	—	194 00	55 00	
TOTALS	\$46,888 41	\$48,069 27	\$49,853 00	\$51,988 00	\$51,063 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAMS

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death, and the maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$24,180 00	\$3,235 00	\$915 00	\$10 00	\$28,340 00

Personal Services: Medical Examiner, 3 Clerical Employees.

Contractual Services: Telephone service, \$1,000.00; repairing and servicing of equipment, \$100.00; travel expenses, \$2,135.00.

Supplies and Materials: Laboratory supplies, \$300.00; forms, cards, and stationery, \$340.00; miscellaneous supplies, \$275.00.

Current Charges and Obligations: Premium on Surety Bond, \$10.00.

2. OPERATION OF THE MORTUARY FOR CARE AND DISPOSITION OF BODIES OF DECEASED PERSONS

Responsible for receipt, care, and disposition of the bodies of deceased persons committed to the mortuary and maintenance of pertinent records. During the year 1960, 1,934 bodies were received, 263 autopsies were performed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
5	\$21,493 00	\$665 00	\$510 00	\$55 00	\$22,723 00

Personal Services: 2 Supervising Mortuary Attendants, 3 Mortuary Attendants.

Contractual Services: Telephone service, \$500.00; repairs and servicing of equipment, \$150.00; freight and express charges, \$15.00.

Supplies and Materials: Automotive supplies and materials, \$300.00; chemical, laundry, and custodial supplies, \$75.00; forms, cards, and stationery, \$110.00; general operating supplies, \$25.00.

Equipment: Miscellaneous equipment, \$55.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Determination of Cause and Manner of Death	4	\$24,180 00	\$3,235 00	\$915 00	\$10 00	—	\$28,340 00
2. Operation of the Mortuary for Care and Disposition of Bodies of Deceased Persons	5	21,493 00	665 00	510 00	—	55 00	22,723 00
TOTALS	9	\$45,673 00	\$3,900 00	\$1,425 00	\$10 00	\$55 00	\$51,063 00

MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-32

The Medical Examiner for the Southern Division is responsible for the investigation of all violent and unexplained deaths, all deaths thought to be related to employment, and all deaths thought to be due to virulent contagious diseases occurring in the southern section of the county. The Medical Examiner is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts.

Cases investigated annually total about 665, and 164 autopsies are made.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$25,856 46	\$23,621 46	\$24,513 00	\$28,639 00	\$26,600 00	
—Contractual Services	3,816 64	1,305 60	1,970 00	1,970 00	1,620 00	
—Supplies & Materials	693 66	710 19	1,150 00	1,242 00	1,000 00	
—Current Charges & Oblig's	178 50	178 50	179 00	179 00	179 00	
—Equipment	553 80	—	85 00	3,085 00	85 00	
TOTALS	\$31,099 06	\$25,815 75	\$27,897 00	\$35,115 00	\$29,484 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death; and the maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$26,600 00	\$1,620 00	\$1,000 00	\$179 00	\$85 00	\$29,484 00

Personal Services: Medical Examiner, Procedural Technician, Mortuary Attendant, Secretary, Laboratory Technician.

Contractual Services: Telephone service, \$800.00; servicing of office equipment, \$120.00; freight and express charges, \$100.00; witness fees for autopsies, \$600.00.

Supplies and Materials: Automotive supplies, \$300.00; laboratory supplies, \$250.00; postage, forms, cards, and stationery, \$300.00; general operating supplies and materials, \$150.00.

Current Charges and Obligations: Rental for storage of car, \$171.00; premium on surety bonds, \$8.00.

Equipment: Library books, \$85.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-33

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$3,919 80	\$4,039 80	\$4,040 00	\$4,040 00	\$4,040 00	
2—Contractual Services . .	1,089 00	538 00	865 00	865 00	865 00	
3—Supplies & Materials . .	7 00	40 00	125 00	125 00	125 00	
4—Current Charges & Oblig's	7 50	7 50	8 00	8 00	8 00	
TOTALS . . .	\$5,023 30	\$4,625 30	\$5,038 00	\$5,038 00	\$5,038 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$865 00	\$125 00	\$8 00	\$5,038 00

Personal Services: Associate Medical Examiner; Temporary Employee, \$540.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; witness fees, \$400.00.

Supplies and Materials: Laboratory supplies, \$50.00; postage and office supplies, \$75.00.

Current Charges and Obligations: Premium on surety bond, \$8.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-34

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	Requested by Department	1961 Budget	
					Recommended by Mayor	Approved
1—Personal Services . . .	\$3,919 80	\$4,039 80	\$4,040 00	\$4,040 00	\$4,040 00	
2—Contractual Services . . .	678 00	538 00	865 00	865 00	865 00	
3—Supplies & Materials . . .	—	8 00	125 00	125 00	125 00	
4—Current Charges & Oblig's	7 50	7 50	8 00	8 00	8 00	
TOTALS . . .	\$4,605 30	\$4,593 30	\$5,038 00	\$5,038 00	\$5,038 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$865 00	\$125 00	\$8 00	\$5,038 00

Personal Services: Associate Medical Examiner, Temporary Employee, \$540.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; witness fees, \$100.00.

Supplies and Materials: Laboratory supplies, \$50.00; postage, forms, cards, and stationery, \$75.00.

Current Charges and Obligations: Premium on surety bond, \$8.00.

SOCIAL LAW LIBRARY

4-12-41

The General Laws permit the city to pay to the Proprietors of the Social Law Library such sums as may be duly appropriated. These amounts must be used to purchase books and maintain the library. The library is located in the Suffolk County Court House and provides library service to attorneys and others.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
3—Supplies & Materials .	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	

C — PROGRAM

1. ASSISTANCE TO LEGAL LIBRARY SERVICE

Supplies and Materials: Allowance for purchase of law books, \$2,000.00.

MENTAL ILLNESS

4-12-42

Before an order of commitment may be issued by a judge of the Probate Court, the General Laws provide that there must be submitted certificates by two properly qualified physicians indicating that, as a result of an examination conducted by them, they find the individual mentally ill. The payment of fees and mileage allowances to physicians, experts, and witnesses is provided for by this appropriation.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
2—Contractual Services . .	\$63,555 88	\$56,517 30	\$59,740 00	\$60,000 00	\$59,700 00	
3—Supplies & Materials . .	250 34	281 98	260 00	300 00	300 00	
TOTALS	\$63,806 22	\$56,799 28	\$60,000 00	\$60,300 00	\$60,000 00	

C — PROGRAM

1. EXAMINATION AND COMMITMENT OF MENTALLY ILL

Contractual Services	Supplies Materials	Total
\$59,700 00	\$300 00	\$60,000 00

Contractual Services: Telephone service, \$141.00; transportation expenses for doctors and commitment officers, \$14,884.00; fees paid to doctors, experts, and witnesses for services, \$44,675.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

PENSIONS AND ANNUITIES — COUNTY

4-13-75

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major county agencies is given in the following tabulation:

House of Correction	\$65,000 00
County Jail	2,500 00
Superior Court	27,500 00
County Court House	10,500 00
Registry of Deeds	7,000 00
Municipal Court of the City of Boston	28,000 00
Municipal District Courts	54,000 00
Medical Examiner Service, Northern Division	5,500 00
TOTAL	\$200,000 00

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Pensions and Annuities-						
County	\$187,469 48	\$197,993 18	\$200,000 00	\$200,000 00	\$200,000 00	

INCOME DEPARTMENT BUDGETS SUPPORTING DETAIL

COLLECTING DIVISION, TREASURY DEPARTMENT (Water Service)

1-01-37

Mails bills each quarter for water consumed in various properties throughout the city, receives payments, and maintains financial records.

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$127,500 00	\$144,714 00	\$141,390 00	\$147,339 00	\$147,339 00	
2—Contractual Services . . .	4,630 00	4,685 00	4,142 00	4,357 00	4,357 00	
3—Supplies & Materials . . .	11,080 00	14,084 00	15,645 00	16,048 00	16,048 00	
4—Current Charges & Oblig's . . .	2,007 00	3,426 00	2,979 00	3,271 00	3,271 00	
5—Equipment	135 00	90 00	90 00	170 00	170 00	
TOTALS	\$145,352 00	\$166,999 00	\$164,246 00	\$171,185 00	\$171,185 00	

B — DEPARTMENTAL REVENUES

(Water revenues are shown in the Water Service Section of the budget.)

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; processes water liens, releases, and abatements; adds unpaid water bills to taxes; prepares reports of collections.

Personal Services		Current Charges	Total
No.	Amount		
5	\$25,993 00	\$700 00	\$26,693 00

Personal Services: Assistant Collector-Treasurer, Water Lien Supervisor, Principal Clerk and Secretary, and 2 Clerical Employees.
Current Charges and Obligations: Premiums on surety bonds, \$700.00.

2. COLLECTION OF WATER CHARGES

Prepares for mailing all water bills, demands, and delinquent notices; receives and gives receipts for monies paid, tabulates, balances, and prepares daily cash records and prepares daily reports of tellers' receipts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
22	\$116,787 00	\$1,817 00	\$15,534 00	\$2,571 00	\$170 00	\$136,879 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Accountant, Principal Account Clerk, and 3 Statistical Machine Operators.

Deputy Section: 12 Deputy Collectors.

Tellers Section: 3 Tellers.

Central Mailing Section: Principal Clerk.

Motor Vehicle Cancellation Section: Head Clerk.

Temporary Employees: 3 Statistical Machine Operators for 10 weeks during annual tax rush, \$2,747.00. Overtime: auditing project, \$4,000.00.

Contractual Services: Repair and maintenance of office machines, \$1,447.00; transportation, \$67.00; freight charges, \$90.00; printing and binding, \$213.00.

Supplies and Materials: Postage, \$12,500.00; cards, forms, and stationery, \$2,817.00; microfilm and Recordak spools, \$217.00.

Current Charges and Obligations: Premiums on surety bonds, \$700.00; rental postage meter, \$144.00; rental tabulator, \$1,100.00; rental interpreter, \$235.00; rental Punch Machines, \$392.00.

Equipment: Directories, \$170.00.

Collecting Division, Treasury Department (Water Service) — Continued

3. ESTABLISHING TAX TITLE ON REAL ESTATE WHERE WATER CHARGES ADDED TO
REAL ESTATE TAX ARE UNPAID

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
1	\$4,559 00	\$2,540 00	\$514 00	\$7,613 00

Personal Services: Principal Clerk.

Contractual Services: Advertising and posting, \$1,650.00; recording and judicial services, \$880.00; printing \$10.00.

Supplies and Materials: Postage, \$500.00; forms, \$14.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	5	\$25,993 00	—	—	\$700 00	—	\$26,693 00
2. Collection of Water Charges	22	116,787 00	\$1,817 00	\$15,534 00	2,571 00	\$170 00	136,879 00
3. Establishing Tax Title on Real Estate Where Water Charges Added to Real Estate Tax Are Unpaid	1	4,559 00	2,540 00	514 00	—	—	7,613 00
TOTALS	28	\$147,339 00	\$4,357 00	\$16,048 00	\$3,271 00	\$170 00	\$171,185 00

WATER SERVICE, PUBLIC WORKS DEPARTMENT

3-71-12

The Water Service of the Public Works Department is responsible for the distribution within the city limits of water which is purchased from the Metropolitan Water District. A comprehensive water supply system is operated, which includes approximately 1,030 miles of supply and distributing water mains, more than 12,543 standard fire hydrants, approximately 94,322 water meters, and a high pressure fire service consisting of approximately 15 miles of pipe with approximately 1501 hydrants. Meters are read and billings prepared quarterly for water use. Approximately 115,974,700 gallons of water are used daily, which represents about 65 per cent of the volume distributed by the Metropolitan Water District.

A — BUDGET SUMMARY

Group	1961 Budget					
	1958 Expenditures	1959 Expenditures	1960 Appropriations	Requested by Department	Recommended by Mayor	Approved
1—Personal Services . . .	\$1,500,812 07	\$1,526,369 11	\$1,579,033 00	\$1,843,921 00	\$1,832,000 00	
2—Contractual Services . . .	354,850 83	405,016 99	461,700 00	528,597 00	490,600 00	
3—Supplies & Materials . . .	190,000 82	156,156 57	233,465 00	287,800 00	226,965 00	
4—Current Charges & Oblig's	73,389 01	147,754 00	85,033 00	70,401 00	70,401 00	
5—Equipment	68,099 19	129,017 93	141,150 00	77,269 00	77,269 00	
7—Structures & Improvements	185,999 87	189,721 24	303,951 00	301,250 00	236,250 00	
TOTALS	\$2,373,151 79	\$2,554,035 84	\$2,804,332 00	\$3,109,238 00	\$2,933,485 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961 (based on current rates) \$6,200,000 00

C — PROGRAMS

1. GENERAL SERVICES

Supervision and direction of all department activities. Office and field work related to the processing of bills to consumers for water used, maintenance and repair of meters. Processing of applications for service, 94,322; meters are read quarterly, 415,000; bills are computed and prepared annually, 8,000; meters are installed and replaced, 6,100; meters are tested, 2,100; defective meters repaired in the meter shop; and approximately 1,200 meters are repaired outside on location annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
328	\$1,400,956 00	\$353,793 00	\$116,578 00	\$70,026 00	\$8,194 00	\$235,000 00	\$2,184,547 00

Personal Services: Performance under this program is divided among the following sections.

General Section: Division Engineer, Associate Civil Engineer, Principal Civil Engineer, Superintendent of Water Distribution, Water Revenue Supervisor, 2 Assistant Civil Engineers, 3 Head Clerks, Chief Water Meter Reader, Assistant Superintendent of Water Distribution, Supervisor of Water Meter Readers, 4 Water District Foremen, Machinist Foreman, Principal Storekeeper, Senior Cashier, Yardmaster, 3 Principal Account Clerks, 3 Special Water Meter Readers, 17 Water Service Inspectors, Labor Foreman and Water Construction Inspector, Technical Clerk, Working Foreman Machinist, Garage Foreman, 15 Working Foremen Water Service Repairmen, 4 Clerks and Water Meter Readers, 27 Water Meter Readers, 2 Sheet Metal Workers, 15 Plumbers, 2 Senior Engineering Aides, Bricklayer, Machinery Maintenance Repairman, 18 Machinists, Crane Operator, 16 Water Meter Repairmen, 17 Heavy Motor Equipment Operators and Laborers, 40 Water Service Repairmen, Water Shut-off Man, 5 Yardmen, Telephone Operator, 17 Water Service Maintenance Men, 46 Clerical Employees, 2 Working Foremen Laborers, 25 Motor Equipment Operators and Laborers, 24 Laborers. Overtime, \$25,000.00.

Contractual Services: Telephone service, \$3,000.00; electricity, \$300.00; repairs to distribution system, \$263,000.00; hydrant changes, \$5,000.00; replace Lowry hydrants, \$5,000.00; machining and assembling Gates, \$20,000.00; repairs, machines and tools, \$600.00; repair office machines, \$593.00; repairs to water meters, \$30,000.00; transportation, meter readers, labor force, carfare and mileage, \$3,000.00; water waste survey, \$20,000.00; blueprinting, \$600.00; advertising and posting, \$350.00; freight and express, \$100.00; professional and technical services, \$2,250.00.

Supplies and Materials: Heating supplies, \$300.00; cleaning and custodial, \$250.00; postage, \$560.00; miscellaneous supplies, \$2,678.00; tools and instruments, \$2,760.00; wearing apparel, \$730.00; general operating supplies, \$2,546.00; service pipe, \$20,000.00; meter boxes, \$2,400.00; road building supplies, \$15,214.00; repair parts, non-automotive, \$2,300.00; public works, \$37,000.00; hydrants, \$9,840.00; meter stock, \$20,000.00.

Current Charges and Obligations: Execution of court damages, etc., \$62,500.00; rental land N. Y., N. H. & H. Railroad, \$26.00; flashing barriers, \$5,000.00; air compressors, \$2,500.00.

Equipment: File cabinet, \$200.00; typewriter, \$200.00; electrical machines and equipment, \$4,710.00; library books, \$184.00; fire fighting equipment, \$400.00; public works equipment, \$2,300.00; trench covering, \$200.00.

Structures and Improvements:

Other structures and improvements:

Extension and improvement of water mains and structures \$150,000 00

New meters for city-owned buildings 85,000 00

\$235,000 00

Water Service, Public Works Department — Continued

2. CENTRAL OFFICE ADMINISTRATIVE AND MAINTENANCE

Responsible for maintenance of department shops and facilities and the attendant clerical functions for this operation

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
37	\$168,758 00	\$22,307 00	\$37,887 00	\$375 00	\$69,075 00	\$1,250 00	\$299,652

Personal Services: Performance under this program is divided among the following sections.

Administrative Section: Head Clerk, 4 Principal Account Clerks, Street Opening Inspector, Principal Clerk, Senior Clerk and Typist.
Maintenance Section: General Foreman Motor Equipment Repairs, Head Clerk, Welder Foreman, Principal Account Clerk, Dispatcher, Garage Foremen, Working Foreman Equipment Repairman, 6 Motor Equipment Repairmen, Blacksmith, 3 Carpenters, 2 Welders, Spray Painter, 2 Maintenance Mechanics (Painters), 2 Heavy Motor Equipment Operators and Laborers, Senior Clerk and Telephone Operator, 2 Telephone Operators. Overtime, \$2,600.00.

Contractual Services: Telephone, \$2,800.00; electricity, \$3,000.00; repairs to buildings, \$2,500.00; repairs automotive equipment, \$9,807.00; printing and binding, \$4,200.00.

Supplies and Materials: Gasoline, \$13,200.00; oil and greases, \$1,350.00; tires and tubes, \$4,750.00; parts and accessories, \$4,100.00; battery chains and miscellaneous, \$2,600.00; heating supplies, \$3,200.00; medical supplies, \$25.00; office supplies, forms, cards, address plates, \$3,440.00; general operating and public works supplies, \$5,032.00; custodial supplies, \$190.00.

Current Charges and Obligations: Registration fee, \$337.50; rental, Gibson Street, \$37.50.

Equipment: 2 trucks with compressors, \$34,425.00; 2 bucket loaders, \$22,000.00; 2 air compressors trailer type, \$8,900.00; 1 tractor trailer with platform, \$3,750.00.

Structures and Improvements:

Other structures and improvements:

Resurface yard and ramp, install fence Albany street	\$625 00
Install new fence West Second street	625 00
	\$1,250 00

3. EXCAVATIONS AND REPAIRS

Responsible for excavations and repair of all water service projects.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
59	\$246,178 00	\$114,500 00	\$72,500 00	\$433,178 00

Personal Services: 2 Highway Construction Foremen, 2 Junior Civil Engineers, 4 Highway Construction Inspectors, 5 Heavy Motor Equipment Operators and Laborers, 8 Pavers, Senior Clerk, 7 Motor Equipment Operators and Laborers, 30 Laborers. Overtime, \$4,100.00.

Contractual Services: Highway repairs after excavations, \$101,500.00; guarantee streets, \$13,000.00.

Supplies and Materials: Patching material, \$47,500.00; cement, \$20,000.00; gravel, \$3,000.00; edgestone, \$2,000.00.

4. ENGINEERING SECTION

This section is responsible for preparing designs, plans and specifications for the construction of water mains and other water appurtenances.

Personal Services No.	Amount	Total
3	\$16,108 00	\$16,108 00

Personal Services: Assistant Civil Engineer, Junior Civil Engineer, Senior Engineering Aide.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
1. General	328	\$1,400,956 00	\$353,793 00	\$116,578 00	\$70,026 00	\$8,194 00	\$235,000 00	\$2,184,547
2. Administration and Maintenance	37	168,758 00	22,307 00	37,887 00	375 00	69,075 00	1,250 00	299,652
3. Excavation and Repairs	59	246,178 00	114,500 00	72,500 00	—	—	—	433,178
4. Survey, Engineering	3	16,108 00	—	—	—	—	—	16,108
TOTALS	427	\$1,832,000 00	\$490,600 00	\$226,965 00	\$70,401 00	\$77,269 00	\$236,250 00	\$2,933,485

PENSIONS AND ANNUITIES — SPECIAL (CITY)

3-71-16

Payments to retired officials and employees who were not members of the contributory pension system are covered by this appropriation as provided by Special Acts of the Legislature.

The expense applicable to the Income Department is given in the following tabulation:

3-71-12—Water Service, Public Works Department \$260,000 00

A — BUDGET SUMMARY

Group	1958 Expenditures	1959 Expenditures	1960 Appropriations	1961 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Pensions and Annuities—						
Special (City)	\$285,396 37	\$266,653 95	\$260,000 00	\$260,000 00	\$260,000 00	

PART III
COMPARISON TABLES

CITY BUDGET SUMMARY

	1960 APPROPRIATION	1961 DEPARTMENT ESTIMATE	1961 ALLOWANCE
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$189,924 00	\$189,924 00	\$165,803 00
1-01-75 Office of Development	—	200,000 00	150,000 00
1-01-94 Conventions and Entertainment of Distinguished Guests	30,000 00	30,000 00	25,000 00
1-01-95 Public Celebrations	80,000 00	80,000 00	85,000 00
1-13-77 U. S. Bond Allotment Plan	25,893 00	25,803 00	25,803 00
1-13-78 Committee for Civic Improvement and Juvenile Delinquency	13,516 00	1,000 00	1,000 00
1-13-79 Delinquency Prevention Bureau	—	30,000 00	30,000 00
1-01-12 City Council	149,576 00	150,707 00	150,707 00
1-01-13 City Council Proceedings	20,000 00	22,000 00	22,000 00
ELECTIONS			
1-01-21 Election Department	513,068 00	497,569 00	448,790 00
FINANCE			
1-01-31 Auditing Department	395,638 00	430,338 00	402,847 00
1-01-36 Assessing Department	762,184 00	753,288 00	752,048 00
1-01-37 Collecting Division, Treasury Department	269,619 00	292,578 00	285,760 00
1-01-38 Treasury Division, Treasury Department	275,762 00	293,781 00	286,071 00
1-01-39 Board of Sinking Fund Commissioners, Treasury Department	2,650 00	2,650 00	2,650 00
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,012,872 00	1,150,175 00	1,053,204 00
LAW			
1-01-51 Law Department	399,967 00	462,617 00	426,510 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	93,520 00	91,691 00	91,691 00
1-01-62 City Documents	39,000 00	45,000 00	39,000 00
PLANNING			
1-01-70 City Planning	245,291 00	4,800 00	4,800 00
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,300,503 00	2,570,437 00	1,481,337 00
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	109,616 00	96,794 00	96,794 00
1-01-93 Finance Commission	60,000 00	60,000 00	60,000 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	18,484,706 00	19,591,652 00	17,972,310 00
FIRE			
1-02-21 Fire Department	13,091,924 00	13,500,703 00	12,879,532 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	976,139 00	940,125 00	779,085 00
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities	71,520 00	81,323 00	79,696 00
OTHER			
1-02-51 Boston Traffic Department	762,920 00	977,270 00	831,825 00
1-02-52 Licensing Board	121,283 00	124,692 00	122,497 00
PUBLIC WORKS			
1-03-00 Public Works Department	10,198,918 00	10,522,291 00	10,241,872 00
HEALTH			
1-05-00 Health Department	2,124,982 00	2,238,778 00	2,175,453 00

	1960 APPROPRIATION	1961 DEPARTMENT ESTIMATE	1961 ALLOWANCE
HOSPITALS			
1-06-00 Hospital Department	\$19,232,388 00	\$19,761,874 00	\$19,074,644 00
PUBLIC WELFARE			
GENERAL WELFARE			
1-07-10 Welfare Department	25,549,632 00	27,086,660 00	25,657,889 00
AID TO NEEDY VETERANS			
1-07-40 Veterans' Services Department	2,399,651 00	2,694,415 00	2,479,517 00
LIBRARIES			
1-10-11 Library Department	3,241,900 00	4,204,192 00	3,516,675 00
PARKS AND RECREATION			
1-11-00 Parks and Recreation Department	3,572,941 00	3,902,294 00	3,316,486 00
MISCELLANEOUS			
1-13-31 Executions of Court, Damage Claims and Reimbursements	500,000 00	550,000 00	450,000 00
1-13-41 Workmen's Compensation Service	42,686 00	42,486 00	42,436 00
1-13-42 Workmen's Compensation	215,000 00	230,000 00	225,000 00
1-13-61 City Record, Publication of	54,996 00	55,206 00	55,206 00
1-13-74 Pensions and Annuities, City	5,375,000 00	5,575,000 00	5,500,000 00
1-23-31 Snow Removal	360,000 00	480,491 00	400,000 00
1-25-11 Federal Public Health Program	—	6,300 00	6,300 00
1-33-73 Reserve Fund	230,000 00	200,000 00	200,000 00
1-71-61 Boston Redevelopment Authority	70,600 00	299,703 00	209,051 00
GRAND TOTAL	\$112,665,785 00	\$120,546,607 00	\$112,302,289 00

COUNTY BUDGET SUMMARY

	1960 APPROPRIATION	1961 DEPARTMENT ESTIMATE	1961 ALLOWANCE
GENERAL GOVERNMENT			
RECORDING AND REPORTING			
4-01-65 Registry of Deeds	\$465,563 00	\$473,831 00	\$465,029 00
GENERAL GOVERNMENT BUILDINGS			
4-01-82 County Court House (Custodian)	701,949 00	794,101 00	692,837 00
1-01-84 Buildings Division, Real Property Department (County Buildings)	192,721 00	282,763 00	195,455 00
CORRECTION			
CORRECTIONAL INSTITUTIONS			
4-08-11 Jail	533,780 00	567,917 00	536,825 00
4-08-12 Central Office, Penal Institutions Department	72,716 00	76,389 00	66,230 00
4-08-13 House of Correction, Penal Institutions Department	1,068,591 00	1,091,866 00	1,055,344 00
4-08-14 Middlesex County Training School	75,000 00	82,400 00	75,000 00
JUDICIAL			
CENTRAL COURTS			
4-12-11 Supreme Judicial Court	99,943 00	102,548 00	101,190 00
4-12-12 Superior Court, General Expenses	123,183 00	128,385 00	126,235 00
4-12-13 Clerk's Office, Superior Court, Civil Session	884,250 00	998,097 00	874,570 00
4-12-14 Criminal Session, Superior Court	716,675 00	743,238 00	705,908 00
4-12-15 Municipal Court, City of Boston	1,008,917 00	1,063,809 00	1,018,356 00
4-12-16 Boston Juvenile Court	135,771 00	155,677 00	144,548 00
4-12-17 Probate Court	84,070 00	129,845 00	109,949 00
4-12-18 Court Officers' Division, Superior Court	378,658 00	412,485 00	398,985 00
4-12-19 Probation Department, Superior Court, Criminal Session	85,810 00	95,153 00	89,919 00
DISTRICT COURTS			
4-12-21 Municipal Court, Charlestown District	95,981 00	104,970 00	97,896 00
4-12-22 East Boston District Court	102,027 00	105,768 00	102,871 00
4-12-23 Municipal Court, South Boston District	94,932 00	100,917 00	96,777 00
4-12-24 Municipal Court, Dorchester District	164,404 00	178,171 00	172,749 00
4-12-25 Municipal Court, Roxbury District	380,658 00	455,991 00	421,915 00
4-12-26 Municipal Court, West Roxbury District	119,834 00	126,087 00	120,307 00
4-12-27 Municipal Court, Brighton District	78,691 00	87,370 00	81,836 00
4-12-28 District Court of Chelsea	108,830 00	114,665 00	109,116 00
MEDICAL EXAMINATIONS			
4-12-31 Medical Examiner Service, Northern Division	49,853 00	51,987 00	51,063 00
4-12-32 Medical Examiner Service, Southern Division	27,897 00	35,115 00	29,484 00
4-12-33 Associate Medical Examiner Service, Northern Di- vision	5,038 00	5,038 00	5,038 00
4-12-34 Associate Medical Examiner Service, Southern Di- vision	5,038 00	5,038 00	5,038 00
OTHER			
4-12-41 Social Law Library	2,000 00	2,000 00	2,000 00
4-12-42 Mental Illness	60,000 00	60,300 00	60,000 00
MISCELLANEOUS			
4-13-75 Pensions and Annuities	200,000 00	200,000 00	200,000 00
GRAND TOTAL	\$8,122,780 00	\$8,831,921 00	\$8,212,470 00

INCOME DEPARTMENTS BUDGET SUMMARY

APPROPRIATION	1960 APPROPRIATION	1961 DEPARTMENT ESTIMATE	1961 ALLOWANCE
01-37 COLLECTING DIVISION, TREASURY DEPARTMENT (WATER SERVICE)	\$164,246 00	\$171,185 00	\$171,185 00
71-12 WATER SERVICE, PUBLIC WORKS DEPARTMENT .	2,804,332 00	3,109,238 00	2,933,485 00
71-16 PENSIONS AND ANNUITIES	260,000 00	260,000 00	260,000 00
GRAND TOTAL	\$3,228,578 00	\$3,540,423 00	\$3,364,670 00

TWO-YEAR COMPARISON CITY BUDGET

APPROPRIATION	1960 APPROPRIATION	1961 ALLOWANCE	DECREASE
PERSONAL SERVICES:			
Permanent Employees	\$62,606,144 00	\$61,611,751 00	\$994,393 00
Temporary Employees	1,223,218 00	1,023,455 00	199,763 00
Overtime	1,343,539 00	1,275,942 00	67,597 00
TOTAL PERSONAL SERVICES	\$65,172,901 00	\$63,911,148 00	\$1,261,753 00
CONTRACTUAL SERVICES	7,425,119 00	8,281,435 00	856,316 00
SUPPLIES AND MATERIALS	5,938,162 00	5,916,496 00	21,666 00
CURRENT CHARGES AND OBLIGATIONS:			
Aid to Dependent Children	5,043,800 00	5,621,000 00	577,200 00
General Relief	2,065,200 00	2,161,000 00	95,800 00
Old Age Assistance	13,033,000 00	6,950,000 00	6,083,000 00
Veterans' Benefits	2,050,000 00	2,100,000 00	50,000 00
Aid to Permanently and Totally Disabled	3,361,200 00	3,803,280 00	442,080 00
Medical Assistance for the Aged	—	4,967,920 00	4,967,920 00
All Others	427,726 00	438,751 00	11,025 00
EQUIPMENT	552,268 00	173,006 00	379,262 00
STRUCTURES AND IMPROVEMENTS	300,000 00	741,350 00	441,350 00
LAND AND IMPROVEMENTS	160,000 00	125,000 00	35,000 00
SPECIAL APPROPRIATIONS:			
Conventions and Entertainment of Distinguished Guests	30,000 00	25,000 00	5,000 00
Public Celebrations	80,000 00	85,000 00	5,000 00
Snow Removal	360,000 00	400,000 00	40,000 00
Federal Public Health Program	—	6,300 00	6,300 00
Workmen's Compensation	215,000 00	225,000 00	10,000 00
Reserve Fund	230,000 00	200,000 00	30,000 00
Pensions and Annuities	5,375,000 00	5,500,000 00	125,000 00
Bond Allotment Plan	25,893 00	25,803 00	90 00
Civic Improvement Committee	13,516 00	1,000 00	12,516 00
Executions of Court, Damage Claims and Reimburse- ments	500,000 00	450,000 00	50,000 00
Office Supplies Account	10,000 00	10,000 00	—
Beacon Hill Architectural Commission	1,400 00	1,400 00	—
Demolition or Restoration of Abandoned Properties	225,000 00	—	225,000 00
Boston Redevelopment Authority	70,600 00	—	70,600 00
Zoning Commission	—	2,400 00	2,400 00
Delinquency Prevention Bureau	—	30,000 00	30,000 00
Office of Development	—	150,000 00	150,000 00
GRAND TOTAL	\$112,665,785 00	\$112,302,289 00	\$363,496 00

* Denotes Increase

TWO-YEAR COMPARISON COUNTY BUDGET

	1960 APPROPRIATION	1961 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$6,009,947 00	\$6,129,152 00	\$119,205 00
Temporary Employees	85,643 00	87,750 00	2,107 00
Overtime	30,000 00	31,000 00	1,000 00
TOTAL PERSONAL SERVICES	\$6,125,590 00	\$6,247,902 00	\$122,312 00
CONTRACTUAL SERVICES	968,850 00	945,117 00	23,733 00*
SUPPLIES AND MATERIALS	706,657 00	708,633 00	1,976 00
CURRENT CHARGES AND OBLIGATIONS	17,343 00	20,477 00	3,134 00
EQUIPMENT	29,340 00	15,341 00	13,999 00*
SPECIAL APPROPRIATIONS:			
Middlesex County Training School	75,000 00	75,000 00	
Pensions and Annuities	200,000 00	200,000 00	
GRAND TOTAL	\$8,122,780 00	\$8,212,470 00	\$89,690 00

* Denotes decrease

TWO-YEAR BUDGET COMPARISON INCOME DEPARTMENTS

	1960 APPROPRIATION	1961 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$1,683,976 00	\$1,940,592 00	\$256,616 00
Temporary Employees	2,747 00	2,747 00	
Overtime	33,700 00	36,000 00	2,300 00
TOTAL PERSONAL SERVICES	\$1,720,423 00	\$1,979,339 00	\$258,916 00
CONTRACTUAL SERVICES	465,842 00	494,957 00	29,115 00
SUPPLIES AND MATERIALS	249,110 00	243,013 00	6,097 00*
CURRENT CHARGES AND OBLIGATIONS	88,012 00	73,672 00	14,340 00*
EQUIPMENT	141,240 00	77,439 00	63,801 00*
STRUCTURES AND IMPROVEMENTS	303,951 00	236,250 00	67,701 00*
SPECIAL APPROPRIATION:			
Pensions and Annuities	260,000 00	260,000 00	
GRAND TOTAL	\$3,228,578 00	\$3,364,670 00	\$136,092 00

* Denotes decrease

